

MECHANICS INSTITUTE VILLAGE HALL - KIRKBY MALZEARD

Booking Form

Charity Registered No 1060906

Hirers Details	Name
	Address
	Phone
	Email
Event	Description
	Date required
	Times required
	Expected numbers
	Rooms required and layout

Charges may be due if the event is cancelled with less than 24 hours notice.

I declare that the information given in this booking is correct to the best of my knowledge. I have received and agree with the terms and conditions of hire for the Mechanics Institute Village Hall *. I take full responsibility for the actions and safety of all those present and for any damage during the hire. I will be considerate of neighbours and leave the Mechanics Institute Village Hall clean, tidy, secure and quietly.	
Signed(hirer)	Date

* Full terms and conditions for hire and use of alcohol are attached

In order to secure this booking, please complete this form and return it together with a £50 deposit, if applicable, to:

Liz Woolston
Cowscot House
Back Lane
Kirkby Malzeard, HG4 3SR