



Tarvin Road
Manley
Frodsham
Cheshire
WA6 9EL

Charity No. 520081

Block Booking Form

Thank you for choosing Manley Village Hall. Please fill in your required hire details.

Please note: The capacity of the Hall is 120, or 80 when seated at tables. Further details can be found in our Conditions of Hire booklet which is available on our website.			
Purpose of hire:		Please give full description	Number of attendees
Age range of attendees:		any under 18s? : (please circle) Yes / No	
Frequency of hire (please circle)-Weekly / Fortnightly / Monthly / other (please specify)			
Dates of hire for current year (List on reverse of form)		Start time..... Finish time.....	
Kitchen use (please circle) Yes / No		Do you require the bar facility? (please circle) Yes / No	
*Please note: All alcohol consumed on the premises must be bought from the bar. A charge of £5 per hour will be made for the bar facility and added to your hire fee. N.B. The bar will operate a 'Challenge 21' policy so please bring a form of ID (Driver Licence, Passport or Birth Certificate to confirm you are over 18) If you have any special drinks requirements please contact chairman@manleysocialclub.co.uk			
Hire period	Cost per hour	Number of hours	Total
Daytime 8am-6pm	£9		A monthly invoice will be issued
Evening 6pm- 1am	£11		
Bar facility	£5		
N.B. Please enclose a SAE for the return of your refundable deposit or provide your bank details (name, sort code and account number) This will be returned to you after your event providing all is well and the premises are LEFT AS FOUND - cleaned and tidied. If you are not satisfied with the condition at the beginning of the hiring period, you should register this immediately with the Booking Sec. or the Chairman. (Please check the website and our online diary to ensure booking is confirmed.)			
Details of hirer/Treasurer of Organisation			
Name			
Address			
	email		
Home Tel.no.		Mobile	
I, the hirer, agree to comply with the conditions of hire at all times, as outlined in the Conditions of Hire Booklet (available from www.manleyvillagehall.org or contact a committee member. Please note that if you are block booking for a non-profit making organisation, you are covered under the Village Hall Insurance Policy. (Item 10 in the Conditions of Hire Booklet).			
Signed: _____ You must be over 18 to hire the hall. Date: _____			
N.B. Payment is required in full when booking and can be made by: * BACS to "Manley Village Hall". Sort Code 40-52-40 and account number 00023446 Please identify the payer with your name and the date of booking as the reference number. * Or by CHEQUE made payable to: Manley Village Hall Completed booking forms and cheque should be posted through the Village Hall post box or posted to the Hall (see address above). Please check the online diary on the website for confirmation of the booking. Arrangements for access to the hall and the key code must be made with Booking Secretary (Ruth-07719 221007 Other Contacts treasurer@manleyvillagehall.org or secretary@manleyvillagehall.org Emergency contact Ian Milburn - 07710762348			