

Longparish Community Hall

Booking Form – Please read the conditions of hire before completing

Name

Organisation (if applicable)

Address

..... Post code

Phone no..... Mobile no

Email

Date of event Time: from to

What type of event will it be?

Approximately how many people will attend?

Space required: (delete as appropriate).Hall and small kitchen / Ellicock room

Do you also require the main kitchen?	Yes/No
Do you wish to use the Soundfield system? The user must receive instructions for correct use from keyholder first.	Yes/No

Alcohol and entertainment. Please tell us if at this event:

Alcohol will be sold (including what is included on an entry ticket or for which a donation is asked)	Yes/No
A disco or live music will be played	Yes/No
Other live entertainment	Yes/No

Fees. Please make cheques payable to Hampshire County Council and provide the deposit(s) as a separate cheque.

Hall (£10/£15 per hour)	
Ellicock room (£5/£7.50 per hour)	
Main kitchen (£40/£50 per hiring)	
Total (excluding deposits)	
Deposit (minimum £100)	
£100 deposit for use of main kitchen	

If the booking includes the main kitchen:

- The name of the lead person using it is.....
- and I confirm that I have read and accept the conditions of hire for the main kitchen

I confirm that I have read and accept the terms and conditions of hire.

Signed Date

Please return completed form and payment to: The Booking Secretary,
Queen Anne Cottage, Forton, Andover, Hants, SP11 6NU (tel 07900 464670)