**Reston Village Hall**

**SCIO No SCO5374**

**Booking Form**

It is important that you

• read the Conditions of Hire before completing this booking form

• contact the Hall Booking Secretary (details overleaf) immediately should you wish to change or cancel the booking

|  |  |
| --- | --- |
| Name of Applicant |  |
| Address |  |
| Contact phone number |  |
| Email address |  |
| Details of event |  |
| One-off booking / recurring booking |  |
| Date and time of event |  |
| Date |  |
| Start time (including set up) |  |
| End time (including clearing up) |  |
| If kitchen required: |  |
| Tea / coffee making only |  |
| Reheating / use of cooker & ovens |  |
| Special requirements (eg bouncy castle) |  |
| Category of let (local or non-local user) |  |
| Estimated number of people attending |  |
| Deposit paid (where appropriate): |  |
| Amount and date |  |

**Fire Precaution Regulations:**

**If numbers exceed 50,** we require the names and addresses of two responsible persons who will be present throughout the event. A sign in sheet is provided in case of fire / for track and trace purposes.

|  |  |  |
| --- | --- | --- |
| Responsible Person | Address | Contact Number |
|  |  |  |
|  |  |  |

Forms can be submitted :

**Via Email** – as an attachment to ruthad07@gmail.com

**By Post** - Hall Booking Secretary, Reston Village Hall, Ladeside, Reston TD14 5JW

Alternatively, phone the current Hall Booking Secretary, Ruth Donaldson (07806 765216) and ask her to send you a printed form. Ruth will contact you to finalise the reservation.

By submitting this form, I accept that I have read and agree to abide by the Conditions of Hire sent to me.

Signature:­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_