

# Booking Form for Docking Village Hall

Agreement between: Docking Village Hall Committee ("the Committee")

and:

(Name of organisation or individual "the Hirer")

Person Responsible for hiring: \_\_\_\_\_

Address: \_\_\_\_\_

Post Code: \_\_\_\_\_ Tel. No: \_\_\_\_\_

Email address: \_\_\_\_\_

Part(s) of hall required: Main Hall  Meeting Room  Kitchen

*place an x in the box of area(s) required:*

Date of hire:  From:  To:

Purpose/description of hiring:

Private event:  Public event:  Approximate numbers in attendance:

Make up of guests (age group, etc.):

Music type:  From:  To:

Hiring fee: £  Deposit: £  (deposit required with booking)

Balance: £  (balance is payable before the start of the event)

The Hirer agrees that he/she has read, will observe and abide by the Standard Conditions of Hire shown on the Docking Village Hall website and any Special Conditions noted here:

---

---

Hirer signature:  Date:

Please return this form together with the appropriate deposit to: Sylvia Playford  
c/o Dr. W.E. Ripper Memorial Hall, High Street, Docking, Norfolk PE31 8NG. Tel: 01485 518 443

All cheques to be made payable to: Docking Village Hall

Booking confirmed  Date:   
(on behalf of the committee):