

## Booking Form Occold Village Hall

	Hirer to Complete This Section		
<b>Hirer Details</b>			
Full Name of Hirer			
Address of Hirer			
Landline Telephone No of Hirer			
Mobile Telephone No of Hirer			
Date of birth of Hirer			
Date of Hire			
Times of Hire (to include set up and clear down times)	From:	To:	
Type of Event			
Terms & Conditions	I have read the accompanying Terms & Conditions for Hire of the Hall and agree to Hire the Hall in accordance with them.		
Hirer signature:			
Date:			
<b>Office Use Only</b>			
Category of Hirer	A)	B)	C)
Hire Rate per hour	£		
Hire Fee Due	£		
Hirer notified of Fee Due			
Invoice Raised and Sent			
Hire Fee Received			
Hire Fee Passed to Treasurer			
Hire Fee Banked & Cleared	(Treasurer to advise Booking Secretary)		
Hire Agreed & Notified to Hirer			
Web & Hall Planner Updated	Yes / No		
Key Collection Advised	Yes / No		
Keys Issued	Signed by Hirer		
Fire & Major Incident Plan Advised	Signed by Hirer		
How To Use Hall Guide Advised	Signed by Hirer		
Keys Returned	Yes / No		
Hall Inspection Carried Out	Yes / No		
Any Further Actions Required	Yes / No		
Notes			

Please return to:-

Barry Woods, Rose Cottage, The Street, Occold. IP23 7PW. Tel 01379 678844

Email to: editor@occold.com

Version 07/10/09