



For Office Use: Booking Number:

**BOOKING FORM**  
For the use of Main Hall & Facilities,

|  |              |   |       |           |                  |
|--|--------------|---|-------|-----------|------------------|
| <b>Name</b>  |              |   |       |           |                  |
| <b>Date required</b>                                   |              |   |       |           |                  |
| <b>Proposed Use</b>                                    |              |   |       |           |                  |
| <b>Address and Postcode</b>                            |              |   |       |           |                  |
| <b>Telephone No's</b>                                  | (day)        |   | (eve) |           |                  |
| <b>Will there be a Disco?</b>                          | YES          |   | NO    |           |                  |
| <b>Booking period (please put specific times)</b>      | <u>From</u>  | : | am/pm | <u>To</u> | : am/pm/midnight |
| <b>Booking Fee paid</b>                                | £            | : |       |           |                  |
| <b>Number expected</b>                                 |              |   |       |           |                  |
| <b>For office use only</b><br>(initial when completed) | Booking made |   |       |           |                  |

I have been made aware of, and agree to abide by the current Covid 19 guidelines, in particular with regards to strict number restrictions, and to keep detailed contact details of everybody attending my event.

I have read the booking conditions and agree to abide by them. I am the organiser of this group booking and will take responsibility for ensuring that the group is aware of fire precautions, fire exits and parking restrictions in case of emergency.

**Signed:** ..... **Date:** .....