



### Longburrow Hall Hire Booking Form

Name of person responsible for hire: \_\_\_\_\_

Address of person responsible for hire: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Large Hall ☐      Small Hall ☐      Both ☐      (Please tick one option)

Home Telephone Number: \_\_\_\_\_ Mobile Number: \_\_\_\_\_

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

Date of Hire: \_\_\_\_\_

Time of Use: \_\_\_\_\_

Reason for Hire: \_\_\_\_\_

Approx. number of people attending: \_\_\_\_\_

#### Bank Details for Return of Deposit:

Name of Bank: \_\_\_\_\_

Account Holders Name: \_\_\_\_\_

Sort Code: \_\_\_\_\_

Account Number: \_\_\_\_\_

#### I confirm that I have received, read and agree to the hire terms and conditions:

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

Print Name: \_\_\_\_\_

Your information is used by the Parish Council for the purpose of your booking and will not be shared with anyone else without your consent.

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For Use by Parish Council Only:

|                  |                          |                        |                          |
|------------------|--------------------------|------------------------|--------------------------|
| Invoiced         | <input type="checkbox"/> | Deposit & 50% Received | <input type="checkbox"/> |
| Balance Received | <input type="checkbox"/> | Deposit Returned       | <input type="checkbox"/> |