

**KELBROOK and SOUGH VILLAGE HALL**  
**Registered Charity No. 1101005**

**BOOKING FORM**

Thank you for making a provisional booking for Kelbrook and Sough Village Hall.

To confirm your booking, please fill in the details below and return this form to the Letting Secretary together with the agreed deposit/security against damage; payment by cash or cheque made payable to Kelbrook and Sough Village Hall within 14 days to secure the booking.

You will be invoiced for the Hire Fee by return.

**Please ensure you read and observe our Terms and Conditions of Hire.**

<b>Name of Hirer</b>		
Name.....		
Company/Organisation Name.....		
Address.....		
Town .....	Post Code.....	
Telephone Number.....	Email.....	
<b>Type of Function</b>		
Private (Party, Disco, Wedding, Christening etc.).....		
Public (Please specify).....		
Do you require an entertainment licence?	Yes/No	
Will you be selling Alcohol?	Yes/No	
Business (Please specify).....		
<b>FACILITY REQUIRED</b>		
Main Hall <input type="checkbox"/>	Annex <input type="checkbox"/>	IT Suite (Annex only) <input type="checkbox"/>
Kitchen (Annex only) <input type="checkbox"/>	Stage <input type="checkbox"/>	
<b>FUNCTION DATE</b>		
Function Date ... / ... / ... Start time ___:___ Finish Time ___:___.		

I agree to abide by the Terms and Conditions of Kelbrook and Sough Village Hall.

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

**Complete this form and send it, complete with payment to Graham Wells at Croft Cottage, Low Fold, Kelbrook, Lancashire BB18 6TP**