# BOOKING CONFIRMATION FORM

# BREDON VILLAGE HALL, MAIN ROAD, BREDON, GLOUCESTERSHIRE, GL20 7QN

**Booking enquiries should be raised with the Manager:-  01684 772761**

FULL NAME ………………………………………………………… REPRESENTING ……………………………………………………… (Business or Club Name (if applicable))

ADDRESS …………………………………………………………………………………………………………………………………………………… (inc. postcode)

Tel. No. / Mobile No. ...……………..…………..……………………….. Email Address: ……………………………………………….……………

I wish to make application to hire the accommodation as indicated hereunder in Bredon Village Hall

This will be a one off booking. This will become a regular booking. ( Please tick one of the boxes ).

Date of Event ( if one off ) …………………………………. Day of the Week ( if to become a regular event ) …………………………………………………………………

Function Type ………………………………………………………………… Approximate Numbers that will attend ……………….

Time of Function From ……………….. To ……………….. Access Required From ……………….. To ………………..

If these dates change, please let the Hall Manager know. Cheques made payable to Bredon Parish Council

Pay direct to Lloyds Bank Plc. Sort Code 30-91-87 Account Number 46232460 (With your name or organisation as the reference).

Contact Information for Invoice / Payment (if different from above):-

Name: \* ........................................................... Address: ........................................................................................................ Post code: ...................................

Tel. No. / Mobile No. ....................................................... Email: .......................................................
ACCOMODATION REQUIRED (please tick as appropriate):

|  |  |
| --- | --- |
| CHANDLER ROOM (approx 250 seated |  |
| OLD HALL (approx 150 seated) |  |
| JUBILEE ROOM (approx 80 seated) |  |
| KITCHEN |  |
| BUSINESS SUITE (approx 20 seated) |  |
| ALL (capacity limited to 400) |  |
|  |  |
| FACILITIES REQUIRED\* (please delete as appropriate): |  |
| BAR (must book Jubilee Room) |  |
| CROCKERY |  |
| CUTLERY |  |
| ROUND TABLES |  |

\*If any of the above facilities are required the Manager will contact you to confirm requirements and conditions.

I confirm I have seen a copy of the “Bredon Village Hall Hiring Agreement and fully understand and accept the conditions contained therein.

Signature …………………………………………………………… Date…………………………...

A deposit of £…….……. is received with thanks.

Refundable deposit required £……….…. (cheques should be payable to “Bredon Village Hall”)

Signature of Manager …………………………………………… Date…………………………...