



HK&SD Parish Council, the Parish Office, Horton Road, South Darenth, Kent, DA4 9AZ

VILLAGE HALL BOOKING FORM

DAY and DATE OF HIRING:

Name of Applicant: (Mr/Mrs/Miss)

Organisation/Address:

Postcode:

Telephone/Mobile Numbers:

E Mail Address(es):

Purpose of Hire:

If birthday, state age (PLEASE NOTE WE DO NOT ACCEPT 16TH/18TH/21ST BIRTHDAY PARTIES)

Times of Hire From: TO:

Will alcohol be sold or given away at your event?:

If using professional caterers please give their name and details:

(copies of liability insurance, hygiene certificate, risk assessment and any other relevant documentation will be required)

Will a bouncy castle be used on the premises?If yes, please refer to the "Bouncy Castle" clause in the Terms and Conditions.

I have received a copy of the Terms and Conditions, including the fact that smoking is not allowed in any part of the building or grounds which I have read and understand and agree to abide by. I enclose a non-returnable booking deposit of £20 or 25% of the full hire charge, whichever is the greater. (Form must be signed by a person aged 18 years or over)

Signed:

Date:

Any queries should be made to the Parish Office, preferably by email: clerk@hortonkirbysouthdarenthparishcouncil.gov.uk or leave a message on the answering machine: 01322 865193

Your details will be kept for use in connection with your village hall booking only

For office use only

Cost of hire:

Booking deposit received..... Balance of fee..... Damage Deposit.....