

Thank you for your interest in using the New Victory Hall. Please complete and return this form to tell us about your requirements and we will be pleased to respond. Should you wish to talk to someone about any aspect of hiring the hall then please contact Doreen Dean, the Bookings Secretary, on 01692 630637.

Name of Hirer _____

Organisation (if applicable) _____

Position in Organisation _____

Contact details of Hirer Address _____

Post code _____

Tel (day & evening) _____

E-mail _____

INDIVIDUAL BOOKINGS

Please tick room(s) Required			Day	Date	Start time including preparation time	Finish time including clearing time
Hall	Meeting	Kitchen				
					am/pm	am/pm
					am/pm	am/pm
					am/pm	am/pm
					am/pm	am/pm
					am/pm	am/pm
					am/pm	am/pm

Time of actual event from _____ a.m./p.m. to _____ a.m./p.m.

BLOCK BOOKINGS (maximum of 12 month period)

Please tick room(s) Required			Booking the day indicated below for the first/second/third/fourth(delete as necessary) week in every month							Start time including preparation time	Finish time including clearing time
Hall	Meeting	Kitchen	Mon	Tue	Wed	Thu	Fri	Sat	Sun		
										am/pm	am/pm
Start Date:							Finish Date:				

Purpose/description of hiring: _____

What is the maximum number of persons expected on the premises at your event?	
Will children be included in this event?	Yes / No
Please state age range of any children participating in event.	
Will this be a public or private event?	Public / Private
Will this be a commercial or non-commercial event?	Commercial / Non-commercial
Do you require use of the projector facilities?	Yes / No
If held please give details of your Public Liability Insurance.	Insurer Type of cover Liability limit £ Expiry date
Is food to be provided at your event? If yes, please give details below.	Yes / No
What type of food do you expect to serve light snacks / buffet / cooked meal? Will the food be prepared in the kitchen or brought in? Do you require use of the cooking or food heating facilities? Yes / No	Circle or delete as appropriate
Will alcohol be available at the event? If yes, please give details below.	Yes / No
Will the alcohol be sold / included in the ticket price / provided free / brought by individuals for personal consumption?	Circle or delete as appropriate

The use of the Hall and/or Meeting Room is subject to the payment of the booking /breakage deposit and the hire fee as well as acceptance of the New Victory Hall Standard Conditions of Hire which, if not enclosed, are available from www.victoryhall.info . The Hirer must be aged 18 years or over. The Trustees of the New Victory Hall reserve the right to add any special conditions of hire they may deem relevant and these (if any) will be notified to you in writing and agreed before the booking is confirmed. **By signing this booking form the Hirer acknowledges that he/she has seen, read, understood and agrees to these terms and conditions.**

Signature of Hirer _____

Date _____

Please return this form to:

Mrs D. Dean
The Bookings Secretary
c/o Willow Green
Hall Road
Barton Turf
Norfolk, NR12 8AR
Tel: 01692 630637
e-mail : doreen.dean@victoryhall.info

<i>Office use only</i>			Amount	Date
Booking approved?	Yes / No	Deposit paid		
Entered in booking diary?	Yes / No	Fee paid in full		
Special conditions:				
Other notes:				