

Ropley Parish Hall Booking FormBooking Reference:

Please complete and return signed copy with your deposit (if applicable) to Booking Clerk:- Mrs. Norma Day, Tramonto, Lyeway Lane, Ropley, Alresford, Hants. SO24 0DW

Tel: 01962 772267

email: RPH.bookings@gmail.com

Your Booking is not firm until this form is received. - Please advise booking clerk if you do not wish to confirm a provisional booking.

Date(s) of Hire:

Name of event or purpose of hire :

(This will appear in the Bookings diary on our website.)

Requirement (Please enter times):

Large Hall

Small Hall

Both Halls

Is alcohol going to be available?

YES/NO

If YES a deposit of £100 is required.

If you wish to **sell** alcohol you may apply (using a separate form) to use the Parish Hall management committee's licence. If successful, an additional £20 will be added to the hire charge. (Note permission to do this is at the absolute discretion of the committee.) This charge will not apply if you obtain your own Temporary Event Notice from EHDC.

Is this booking for a disco?

YES/NO

If YES a deposit of £100 is required.

Do you wish to use the Large Hall's Public Address & Hearing Loop system?

YES/NO

Hirers Details (Please Print):

Invoice details if different (e.g Treasurer):

Name:

Name:

Address:

Address:

Email:

Email:

Post Code:

Post Code:

Tel Day/Mob:

Tel Day/Mob:

Tel Evening:

Tel Evening:

By signing below I/We confirm that, I/We have read and understood the Terms & Conditions of hire, and the hiring charges. I/We agree to be bound by them and will pay all charges prior to the hiring.

I/We enclose a deposit of £100 if event is a Disco or involves alcohol. This will not be banked, subject to the exceptions stated in the Terms & Conditions. (Cheques made payable to: "Ropley Parish Hall" and dated the same date as the hire.) I am over 18 years of age.

Signed:

Print Name:



Please enclose a **stamped, addressed envelope** and this portion will be returned as confirmation of booking together with details of how to gain access to the hall.

Amount of deposit paid:

Halls Booked

LARGE/SMALL/BOTH

Date of Hire: Times:

You will be invoiced well before your booked date. This invoice must be paid by the date of your hiring. Your deposit will not be banked unless any deductions are made for damage after Hall has been checked.

Keys can be collected from the keysafe at the Hall (by kitchen door)

Note – Maximum number of persons allowed on the premises is 120. Sufficient seating for 100