



Booking Form

Your details

Name	
Organisation	
Address	
Postcode	
Email	
Phone	
Mobile	

Event/Party details

Please indicate which Hall you require	Rudgwick Village Hall	Jubilee Hall		
Event or Party (please state)				
Number expected				
Equipment required	Microphone/projector/extensions lead (only available to organisations – not individual hirers)			
Day/dates required				
Please indicate which time slot you would like	0800 to 1230	1300 to 1730	1800 to 2330	All Day (0800 to 1730)

Special Conditions

Do you require a licence for your activity?* (If yes, please state which activity)	
Are there any potentially hazardous activities*1	
Will you be using the cooker or hob?	

* A licensed activity includes (but is not limited to) Performance of plays; performance of dance; Showing of films; Sporting events; performance of live music; playing of recorded music; dancing; selling or serving of alcohol.

*1 any activities which may involve the use of fire/LPG/smoke/use of blow torches or high risk with the the potential to cause accidents?

You must ensure the premises (including foyer, kitchen, kitchen appliances and toilets as appropriate) are left clean and tidy with rubbish removed from the site at the end of the hire. A check sheet is available in the kitchen.

Please return the completed form to the Parish Clerk at the address above. Scanned copies are accepted. Hiring fees and deposits are payable prior to your booking as invoiced. Payment details will be provided on your invoice.

I/We agree to abide by the standard terms and conditions of hire (attached) and any special conditions where applicable. I/We confirm that I have read and understood the fire safety instructions attached.

Signed:

Dated:

(I confirm I am 25 years or older)

How the information you provide will be used.

General Data Protection Regulations - Any personal information such as name, postal address, telephone number, and email address given via this form will only be used to provide a requested service, kept for as long as necessary to provide that service and will not be disclosed to any other third party without your prior permission or unless we are required to do so by law.