

Upton Magna Memorial Hall

Registered Charity No 518164

Booking Form

Name of Applicant:

Address:
.....
.....

Telephone Number: Daytime Evening

Date of Function

Nature of Function

(Please give as full details as possible e.g. wedding, dance, birthday party, charity function, etc
N.B. If charitable function please give details of charity)

Time Hall required: (Monday – Saturday, no later than 12.30am, Sunday no later than 11.30pm)

From To

Number of persons expected
(Limited to 150)

Is Bar required ? **Yes / No** (Delete as applicable)

Due to licensing changes, and changes to tenancy of contracted bar please speak to the Booking Sec if Bar is required

Upton Magna Village Hall

Booking Form continued _____

All contracts of hire in respect of the Village Hall are subject to the Terms and Conditions of Hire as Attached

Please read before you sign. (The person signing must be over the age of 21 years and will be held Responsible for ensuring that conditions of hire are adhered to).

Signed Date

Please complete and return BOTH pages of the booking form with deposit to :-

Booking Secretary

Telephone 07586853209

FEES:-

DEPOSIT*	£
HIRE CHARGES	£
PREPARATION TIME	£
TOTAL	£

N.B

All cheques to be payable to :-

Upton Magna Memorial Hall

* Deposit returnable if the hall is left clean and tidy and in a satisfactory condition.