

# Rempstone Village Hall

37 Main Street, Rempstone, Leicestershire, LE12 6RH  
Telephone: 07720 608906

Email: rempstonevillagehall@gmail.com  
Registered charity no: 1145204



## BOOKING FORM

### YOUR DETAILS

Name:		Address:	
Tel (Home):			
Tel (Mobile):			
Email:			

### BOOKING INFORMATION

Date Hall Required:		Entry Time:		Departure Time:	
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(Please note: setting up and clearing away time should be included in your hire period)

### NATURE OF EVENT

Is the bar required? YES  NO  Will you be offering alcohol for sale during your booking? YES  NO

(An additional charge of £25 applies where alcohol is on sale)

Is use of the media system required? YES  NO

(An additional charge of £10 applies, except children's parties £5)

Is use of the kitchen required? YES  NO

(An additional charge of £25 applies)

If using outside caterers for your event, please provide their name, address, email address & phone number, together with evidence of their insurance cover:	
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Please also complete the attached booking checklist and return with the booking form.

Free WIFI is available throughout the Hall (please see conditions for use)

**I have read and understood the terms and conditions of hire and confirm my acceptance.**

**I consent to Rempstone Village Hall Committee using this personal data for managing hall bookings and finances.**

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Privacy notice: Rempstone Village Hall Committee uses personal data for managing the hall, its bookings and finances, fundraising and marketing. Data may be retained for up to 7 years for accounts purposes. We will not share this information with other organisations. You have the right to review, amend or have your data deleted.

Please return the booking form to the booking secretary as soon as possible at the above address and no later than 14 days prior to the booking together with a deposit of £250 (cheques made payable to 'Rempstone Village Hall').

This booking is accepted on behalf of Rempstone Village Hall

Signed: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

Copy returned to hirer as confirmation of booking on: \_\_\_\_\_ (Date)

For review in March 2022.