

Rempstone Village Hall

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

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



VILLAGE HALL BOOKING CHECKLIST

Thank you for booking Rempstone Village Hall. This checklist is designed to help you with your planning and to ensure all arrangements are in place to make your event a success.

Please complete this form and return it with the Booking Form to remstonevillagehall@gmail.com.

Hirer's Name:	<input type="text"/>
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Date of Event:	<input type="text"/>
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Entry Time:	<input type="text"/>	Departure Time:	<input type="text"/>
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(Please note: setting up and clearing away time should be included in your hire period)

No. of people attending:

Adults:	<input type="text"/>	Children:	<input type="text"/>
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Please tick yes, no or not applicable to the following:	YES	NO	N/A
Will you use the bar?			
Will you be selling alcohol?			
If you are supplying drinks, will you need fridges for cooling them?			
Will you use the kitchen?			
Will you employ a caterer? Details required – see Booking Form.			
Will you be preparing hot drinks?			
Will you be preparing food?			
Will you use VH crockery & cutlery?			
Will you use VH glasses?			
Do you need to hire VH tablecloths?			
Have you ever used an industrial dishwasher?			
Have you ever used an industrial glasswasher?			
Will you use the sound system ?			
Will you have live music or a band?			
Will you use the overhead projector?			

Finally, we ask everyone who hires the Hall to:

- Bring their own tea towels
- Ensure that none of the furniture or equipment that is used touches the walls
- Ensure that decorations are not attached to walls or paintwork
- Remove all rubbish, bottles, cans & recyclables and not use the VH bins.

Thank you

Rempstone Village Hall Committee