

# DORDON PARISH COUNCIL

## Booking Form - General Users

Booking Details ( Please read Conditions of Hire before completing)

1	<b>Title of Organisation</b> (if Applicable)	
2	<b>Name and Address of Hirer</b> <b>Must be 21 years of age or over</b>  <b>Telephone Number</b>  <b>Mobile Number</b>  <b>Email Address</b>	
3	<b>Name, Address, and Phone number of nominated person present throughout the booking in the event of hirer not being present</b>	
4	<b>Type of Event</b>	
5	<b>Dates required</b> (all dates may not be available)	
6	<b>Times required</b> (please include set up and clear up time)	
7	<b>Hire Charges</b>	
8	<b>Any addition Information</b> (please continue overleaf)	
9	<b>Please return the completed Booking form to :-</b>	Robert Young

### Facilities Required ( Please tick facilities required)

Whole Building                    £  
Main Hall                            £  
Conference Room                £  
Kitchen                                £



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Hirer's contact details will be securely stored and used for the sole purpose of the management of bookings

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## Hall Facilities Available

### Main Hall

Toilets each side of Main Entrance with Baby Changing facility  
Accessible for Wheelchair users with a Toilet off the side entrance for people with Disabilities

### Main Kitchen

Serving Hatch  
3/4 named persons at any one time in the kitchen (Health & Safety Reasons)

### Conference Room

Entrance at side of building in Kitwood Avenue  
Small Kitchen Area  
One toilet suitable for persons with Disabilities

Parking is available for 20 Cars ( this does not include parking in next door private club)

Please note the garden area at the back of the Hall can be included in certain circumstances but this must be discussed with the Parish Clerk

Please tick if alcohol is to be sold or given away at the event

\* I have applied for a Temporary Events Notice (TENS) from North Warwickshire Borough Council

I have enclosed a deposit cheque of £      payable to Dordon Parish Hall c/o Robert Young

I have made a Bank Transfer with Date as reference of £      for the event to Dordon Parish Council   
Sort Code  
Account Number

**I have read and understood the Conditions of Hire, the Safeguarding Policy and the Privacy Policy and confirm that I (the Hirer) and my nominated representative understand and accept them**

**Name ( Please Print) .....**

**Signed ..... Date .....**