



BOOKING FORM

Person responsible for the booking:

Address:

Contact Tel No:.....email address:.....

Name of organisation:

Description of Event:

Room/s Required:

- Room Required:
- Main Hall (Maximum of 80 seated or 100 standing)
 - Committee Room (Maximum of 20 seated or - conference style)
- Reservations required:
- All Day (9:00am to 11:00pm)
 - Morning (9:00am to 1:00pm)
 - Afternoon (1:30pm to 5:30pm)
 - Evening (6:00pm to 11:00pm)
 - Other: (please specify times)

Hourly Charge = Hall £10 for parish residents and £15 for non-residents
Committee Room £5 and £6 respectively

Do you intend to sell / consume alcohol? Yes No

Have you got a temporary 'Event Notice' Yes No

This form must be returned to the Bookings Secretary not later than 14 days after it has been sent.
If it is returned later, the booking date cannot be guaranteed.

Set up / pack up time will be charged at the normal rate.

Cancellation fee of 50% will be charged if the booking is cancelled with less than 48 hours notice.

Breakages / damages will be charged at cost to repair / replacement

I confirm that I have read, understood, and agree to the Terms & Conditions.

Signed: Date:

Please return form to: Mrs Jean Jones, 3 Blacksmiths Row, Main Street, Mudford, Yeovil BA21 5TE