



Hulme Community Hall - Booking Form

Please complete form in full and clearly

Date of booking being requested:

Sessions requested (***Please note Parties must have at least 2 sessions booked unless agreed otherwise. Office appointment bookings subject to £5 admin fee per session***). Please tick box:

| Session requested | Tick each session requested | Times of sessions | Session fee |
|-------------------|-----------------------------|-------------------|-------------|
| Session 1 | | 8 am – 12pm | £60 |
| Session 2 | | 1pm – 5pm | £60 |
| Session 3 | | 6pm – 10pm | £60 |
| Additional Hours | | | |

Name of Person Booking

Address

.....

.....

Post Code

Contact Number..... Email address.....

Details of Event (***Please specify what type of event you will be using the hall for***)

.....

Name Organisation (if applicable).....



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A Signed booking form confirms you agree to the terms and conditions of Hulme Community Hall Conditions of Hire. The conditions of hire can be downloaded from the MAV website at www.mavuk.org. They are also available by email or free post on request.

Signature of Hirer.....

Today's Date:.....

Name of MAV volunteer taking booking:.....



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Office use only –

Booking Reference:.....

Booking Checks

| Over 18 years ID Checks Yes/No | Copy of ID made Yes/No | Total Amount of Guests | Venue check appointment agreed date & time | |
|---|-----------------------------------|-----------------------------------|---|--|
| | | | | |

Payment Guide

| Payment type | Payment amount |
|--|-----------------------|
| 1 Session fee | £60/£65 |
| Day fee part payment | £15/£16.25 per hour |
| Full day fee (8am-10pm) | £170 |
| Public Holidays (Full Day Booking Only) | £170 |
| Additional hours fee (Before 8am & After 10pm) | £25 per hour |
| Caretaker fee | £15 one off payment |
| Deposit | £100 |
| Cooking Fee? | £30.00? |

Payment & Refunds

| Type of fee paid (E.g., Deposit, Kitchen, 100% paid) | Amount paid | Type of payment (E.g. Online, Cash, Cheque) | Date | Remaining Balance |
|--|--------------------|--|-------------|------------------------------|
| | | | | |
| | | | | |
| | | | | |
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| | | | | |

| Deposit to be refunded | Deposit lost? <i>Yes/No</i> | Amount lost | Reason for loss <i>(if applicable)</i> |
|-----------------------------------|---------------------------------------|--------------------|---|
| £ | | | |
| | | | |