



## 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	£70
Session 2		1pm – 5pm	£70
Session 3		6pm – 10pm	£70
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](http://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

<i>Over 18 years ID Checks Yes/No</i>	<i>Copy of ID made Yes/No</i>	<i>Total Amount of Guests</i>	<i>Venue check appointment agreed date &amp; time</i>	

### Payment Guide

<b>Payment type</b>	<b>Payment amount</b>
1 Session fee	£60/£65
Care-taking fee (Anything over 1 hour)	£15 per hour
Full day fee (8am-10pm)	£199
Public Holidays (Full Day Booking Only)	£199
Additional hours fee (Before 8am & After 10pm)	£25 per hour
Unarranged hourly fee	£50.00 per hour
Additional Cleaning fee (Anything over 1 hour)	£15 one off payment
Deposit	£100
Cooking Fee?	£30.00?

### Payment & Refunds

<u>Type of fee paid</u> (E.g., Deposit, Kitchen, 100% paid)	<u>Amount paid</u>	<u>Type of payment</u> (E.g. Online, Cash, Cheque)	<u>Date</u>	<u>Remaining Balance</u>

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