

Cradley Village Hall

21st Century facilities in 16th Century surroundings

ENQUIRY



Name:	<input type="text"/>	Address:	<input type="text"/>
Organisation	<input type="text" value="If commercial hire"/>		
Tel No:	<input type="text"/>		
Email:	<input type="text"/>		<input type="text" value="post code"/>

Details of Hire

Event Description:	<input type="text"/>	Estimated Numbers Attending: (Check conditions)	<input type="text"/>
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Date Required 24 hour clock please i.e. 3pm =15:00 hrs

		start	finish	total hrs
Set up Date	<input type="text"/>			
Event Date	<input type="text"/>			
Clear Up Date	<input type="text"/>			

Facilities Required from Hall

Main Hall (inc Kitchen)	Yes/No	Specify	
Resource Centre	Yes/No	Specify	If commercial hire
Bar facility	Yes/No	Specify	
P/A sound system	Yes/No	Specify	
Projectors laptops	Yes/No	Specify	If commercial hire
Other	Yes/No	Specify	
Permission to supply own alcohol	Yes/No	Specify	

Other Requirements

Security Deposit Required on Booking Confirmation **£200.00**

Security deposit will be returned 7 days after the completion of the hire providing that all of the conditions of booking have been adhered to. We reserve the right to deduct from the deposit amounts for loss of equipment, damage, removal of rubbish or returning the Hall to its required state

I hereby agree to be bound and abide by the terms and conditions of Hire and fully understand my obligations to fulfil those terms and conditions as presented therein.

Full Terms and Conditions can be viewed and downloaded from www.cradleyvillagehall.org.uk

Signed

Date

When Completed please send to: Cradley Village Hall, Rectory Lane Cradley WR13 5LH