Kidsgrove Town Council

Victoria Hall Booking Form

Data Privacy: The information you supply in this form will only be used for the purposes of processing your booking request and invoicing for payment. To comply with financial audit requirements, the data will be retained as a record for six years from the end of the financial year in which the invoice has been settled. Kidsgrove Town Council will not share your data with any third party

|  |  |
| --- | --- |
| **Name of Hirer** |  |
| **Address** |  |
| **Postcode** |  |
| **Telephone Number** |  |
| **Email**  |  |

|  |  |
| --- | --- |
| **Date of Hire** |  |
| **Type and description of event** |  |
| **Rooms Required** | Main Hall | Kitchen | Refreshment Room | Chairmans Room |
| **Access times** | From: | To: |
| **What time will your event start?** |  |
| **Estimated number of people attending** | Guests: | Performers: |
|  | Crew / Caters: | Volunteers / Staff: |
| **Total Number:** |  |

Cost of Hire

Charges will be made dependent on the room(s) booked by the hirer. A £50 deposit is required to secure the booking. Balances must be made one calendar month prior to the event and are non-refundable if a cancellation takes place within seven days of the event

Surety deposits of £100 must be made no later than 14 days in advance of the event start date

Please read the information in the Booking Pack carefully prior to completing this form

I confirm that the booking details, accept the charges for hire and that I have read the terms and conditions of hire and will comply with them

Signed: Dated: