

Hall Hire Booking Form

HIRER DETAILS	
Name	
Address	
Organisation	(If applicable)
Contact details	Tel: _____ Email: _____

BOOKING DETAILS	
Which Room?	Hayward Hall / Chris Page Room (circle) Estimated number attending _____
Booking date/time	Date: _____ Room required from: _____ to: _____
Purpose of hire	
Bar required?	Yes / No Staffed bar required from: _____ to: _____ The Pavilion is licensed to sell intoxicating liquor to persons aged 18 and over during normal licensing hours, which are: Mon to Thurs—9am to 11pm Fri & Sat - 9am to 11.30pm Sunday/Bank holidays - noon to 10.30pm
Live music / disco?	Yes / No Please note—No music to be played after midnight
Kitchen required?	Yes / No

I have read and agree to the Terms and Conditions of Hire ver 8/2020

Signed: Date:

Please return this form as soon as possible along with a non-refundable booking deposit of **£50** to secure your booking to:

Hall Hire Bookings, Hemingford Pavilion, Manor Road, Hemingford Grey, Cambs, PE28 9BX or email to enquiries@hemingfordpavilion.co.uk.

The balance is due no less than 7 days before your event unless otherwise agreed.

Payment by credit/debit card at the Pavilion Bar evenings & weekends or by bank transfer to HemingfordPeace Memorial Field. Sort code 30-90-89. Account number 48540368

For office use only	Date	Amount
Total cost ___ hours @ £___	N/A	£
Booking deposit paid		£
Balance due		£
Balance paid		£