

**RETTENDON PARISH MEMORIAL HALL**

**BOOKING FORM**

1. Dates and times for which hall required:

i.                                 from ..... to .....

ii.                                from ..... to .....

iii.                               from ..... to .....

2. Exact purpose for which hall will be used:

.....  
.....  
.....

Please circle which of the following will be required:

Main Hall / Committee Room / Kitchen / Large Cooker

3. Will ALCOHOL be consumed on the premises? YES / NO

*(please note that permission of the Management Committee is required if alcohol is to be consumed on the premises)*

**I agree to abide by the Regulations laid down for the hire of the hall by the Management Committee — copies of the rules are available from the Booking Clerk**

Signature of Hirer .....Name.....

Name of Organisation .....

Address of Hirer .....

.....

Telephone Number ..... Date.....

**One copy of the form should be retained and the other returned to the Booking Clerk without delay. NO booking(s) shall be confirmed until this form, together with the appropriate deposit(s) have been received by the Booking Clerk.**

**Booking Clerk:       Mrs D Francombe  
                              63 East Hanningfield Road  
                              Rettendon Common  
                              Essex  
                              CM3 8EN**

**Telephone Number: 01245 400297**