

**THE MANDEVILLE HALL, KIMBOLTON**

Registered Charity No. 302646

**REGULAR USER GROUPS BOOKING FORM**

All bookings are subject to the Terms and Contract of Hire Agreement and the Health & Safety Policy  
Please complete using CAPITALS and return to: The Booking Secretary, 35 Thrapston Road, Kimbolton PE28 0HW.  
Email: enquiries.mandevillehall@gmail.com

<b><u>Name:</u></b>	<input type="text"/>
<b><u>Address:</u></b>	<input type="text"/>
<b><u>Postcode:</u></b>	<input type="text"/>
<b><u>Email:</u></b>	<input type="text"/>
<b><u>Day Tel:</u></b>	<input type="text"/>
<b><u>Eve Tel:</u></b>	<input type="text"/>
<b><u>Mobile:</u></b>	<input type="text"/>
<b><u>Name of Group/Club</u></b>	<input type="text"/>
<b><u>Type of Activity:</u></b>	<input type="text"/>
<b><u>Public/Private Event:</u></b>	<input type="text"/>

<b><u>Hall/s Required (Delete as Appropriate)</u></b>	<input type="text" value="1. Main Hall 2. Community Hall"/>
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<input type="checkbox"/>	<b><u>Additional Facilities:</u></b>
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Will you be playing music, recorded or live:

Yes/No
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Will you require use of the dinner service:

Yes/No
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Will you require use of the Audio/Video System, Stage lighting  
(Main Hall only):

Yes/No
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(Note: HDMI, Blue Tooth, Phono and 15 pin "D" connection)

**Please note the individual charges for the above facilities – see Booking Instructions**

**Day/Times/Dates Required – Complete on Page 2.**

**NOTE: All Group Bookings:** We will require to see the following documents if appropriate to the nature of your activity. DBS checks, Child Protection Policy, Public Liability Insurance and PPL/PRS License

**BOOKING DETAIL:**

Bookings must be for a minimum of 10 x sessions and 2hrs for each session (unless previously agreed). Only full hours may be booked i.e. no part hours. Please see the cancellation policy in the Contract of Hire. **Start and finish times must include sufficient time for set up and clear down. You must enter the hall at the entry time and clear the hall by the exit time.**

Please also indicate any planned holiday breaks in your schedule.

**Day/s Required:**

**Entry Time:**

**Exit Time:**

**Dates Required** (List all dates/ months for this booking):

I have received copies of The Mandeville Hall Terms & Contract of Hire Agreement, Booking Instructions, and Health & Safety Policy and understand that along with this Booking Form constitutes the agreement between us.

Signature of hirer:

Date:

**Payment: All Regular User Groups will be invoiced a month in advance which must be paid within 14 days of issue.**