

STATE HALL BOOKING FORM

CONTACT NAME:
INVOICE AND CORRESPONDANCE ADDRESS

TELEPHONE
EMAIL
TYPE OF EVENT

DATE OF EVENT
HOURS OF HIRE (NEED TO INCLUDE SET UP AND PACK DOWN TIME)
FROM:
TO:
TOTAL HOURS:

ROOMS REQUIRED:

HEATHFIELD HALL
CD PLAYER & MICROPHONE
FLIPCHART
TABLES
MAYFIELD ROOM
FLIPCHART
CUPS & KETTLE

SMALL KITCHEN
BURWASH ROOM
FLIPCHART
CUPS & KETTLE
LARGE KITCHEN
DISHWASHER
COOKER
CROCKERY/UTENSILS/GLASSES

DETAILS OF EVENT:

DECLARATION OF HIRER

I take responsibility to set out chairs tables and return them to their original position at the end of the hire.
I acknowledge that I have receive a copy of the terms and conditions relating to the use of state hall and agree to abide by them.
I agree to pay for the reinstatement following any damage to the property caused as a result of this letting.

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Signed:

Date

PLEASE USE 'STATE HALL' AS LOCATION FOR ALL ADVERTISING NOT 'KINGS CHURCH'