

LONG PRESTON VILLAGE HALL – BOOKING FORM

**For all booking enquiries please contact Rachel
via email: rachel.greenhow@yahoo.com**

Name and Address of Hirer:					
Contact Telephone numbers			Email Address		
Name of Organisation (if any)					
Dates required (please state if this is a regular booking)					
Rooms and Times required		From		To	
Main Hall					
Kitchen – teas Y/N and oven use Y/N					
Meeting Room					
<i>Please note that any booking must finish by 12 midnight</i>					
Purpose of Booking (please complete)			Commercial / Non- Commercial		
<ul style="list-style-type: none"> Please sign and date below to confirm you agree the Standard Terms and Conditions of Hire (attached) and confirm that you have or do not need the licences stated below. Please keep a copy for your records and return this form to the Bookings Secretary Rachel Greenhow, signed email is acceptable. Via email: rachel.greenhow@yahoo.com tel: 07359343085 1 Park place, Hellifield, Skipton, BD23 4HB. Bookings will then be confirmed by bookings secretary and invoice issued, to be paid within 7 days of event. 					
Commercial Trading	Yes	No	Liquor Licence to be provided by hirer	Yes	No
Public Entertainment	Yes	No	PRS/PPL Music licence provided by the hall	Yes	No
Signed			Dated		