



NORTHAM HALL BOOKING FORM



Name of Hirer or Organisation	
Purpose of Hire	
Address (or name and address of Organiser/Responsible Person)	
Contact Telephone Number	
Email address	
<p><u>Bookings of 12 months.</u> (i.e. same day/s hour/s each week continuously for 12 months)</p> <p>Period that hire is required</p>	<p>Day/s of Week.....</p> <p>From.....am/pm to.....am/pm Or Mornings/Afternoons/Evenings Or Full Day Morning/Afternoon or Afternoon/Evening Please delete as applicable</p>
<p><u>Single Bookings</u> (i.e. one off or daily bookings not every week)</p> <p>Day that hire is required</p> <p>Date for which hall is required</p> <p>Times required</p>	<p>.....</p> <p>.....</p> <p>From.....am/pm to.....am/pm Or Morning/Afternoon/Evening Or Full Day Morning/Afternoon or Afternoon/Evening Please delete as applicable</p>

We confirm agreeing to hire Northam Hall for the dates/times shown above. We have read and fully understood the terms and conditions of hiring and hold the appropriate Insurances and Licences. If use is for Dancing, Martial Arts, Contact Sports etc a copy of your licence/insurance is required and also if intoxicating liquor is to be sold.

CASUAL HIRERS WILL NEED TO COLLECT A KEY FROM THE TOWN HALL DURING OFFICE HOURS – MONDAY TO FRIDAY 9.00am to 1.00pm AND RETURN WITHIN 5 DAYS

Please tick box to confirm acknowledgement.

Signed..... Date.....

Name.....Position (For organisations).....

**Note: Please leave the hall in a Clean and Tidy Condition as failure to do so will lead to a cleaning Surcharge
Please return booking form to Northam Town Council, Town Hall,
Windmill Lane, Northam EX39 1BY**