

## Henllanfallteg Millennium Hall Hire Agreement (Booking Form)

### Customer Details

Organisation Hiring Hall

Contact Name

Address/Post Code  
*(All correspondence will be forwarded to this address)*

Email Address

Telephone / Mobile

### Booking Details

Date of Hire

Approx. no. of guests

Start Time Finish Time

Description of Event

Will alcohol be available?

Will alcohol be on sale?

*n.b. please see notes regarding alcohol consumption on premises*

### Rooms Required

Main Hall

Meeting Room

### Booking Fees £'s

Total Booking Fee

### Total

Deposit Payable on Booking *(50% of Total Booking Fee)*

Outstanding Balance (plus **separate** bond cheque)  
*to be received at least two weeks prior to date of booking*

*I have read, understood and agree to abide by the Standard Conditions of Hire and any further conditions specific to this individual hire. I agree to pay in full the sum indicated for the hire of the Hall prior to the booking taking place and to return the Hall and all its property to a representative of the Henllanfallteg Community Association in a fitting state and by the time stated.*

Signature

Date

*Please sign and date this agreement before forwarding to the Booking Secretary,*

### **Please forward Bond payments by way of a separate cheque**

*n.b. All deposits (Bonds) taken as security will be banked by Henllanfallteg Community Association.*

*Bonds will be returned in full as soon after the booking as possible providing all conditions of hire have been met and no damage or costs have been incurred by Henllanfallteg Community Association.*

*Regular users of the Hall may, on request, be invoiced by arrangement.*

**Please make all cheques payable to The Henllanfallteg Community Association**