

CAPEL PARISH HALL

BOOKING FORM

- 1 To make an enquiry about availability please telephone Hall Bookings on **01306 712447**, or email clerk@capelparishcouncil.org.uk.
- 2 **Complete and return this form, together with your cheque made out to Capel Parish Council, to:** Parish Clerk, 55a The Street, Capel RH5 5LD.

Organisation	
Name of Hirer	
Address and Postcode	
Phone and Email	
Date of Event	
Start and Finish times To include setting up and clearing up (£17:50 per hour)	
Use of Kitchen? Additional £8 per hire	
Music – Live or Disco	
Bar – Paid or Free Note: if "Paid Bar" you will need to get a licence	

I enclose 50% of the hire fee £ for this booking. Please make cheques payable to Capel Parish Council.

The balance of the hire fee to be paid on collection of the keys from the Parish Clerk, Parish Hall and Office, 55a The Street, Capel RH5 5LD, or as otherwise agreed.

Note: Organisers of large evening functions will be charged an additional £50 deposit to cover extra cleaning or possible damage, refundable upon final inspection.

Return of this form and deposit will confirm your booking.

I confirm I have read the Health & Safety Policy and Conditions of Hire and accept and agree to abide by these.

Signed Date