

Bedford Hall Hire Booking Form

Name of person responsible for payment: _____

Contact number: _____

Address: _____

Email _____

Reason for Hall hire _____

Date of hire _____ Time: _____

Deposit paid £ _____ cash/card

Total Hire charge £ _____ cash/card

Total amount paid _____ cash/card

Date payment made _____

If you require to use any of the following, please tick the relevant box.

- Use of projector
- Use of screen
- Use of kitchen
- Use of flipchart

Declaration

I understand that I will be expected to leave the hall, kitchen and toilets in such a state that anyone else could use it immediately afterwards.

Sign: _____

Print name: _____

Date: _____