

Halls Booking Form

booking@saviours.org.uk



Name: _____

Phone Number(s): _____

Email: _____

Address: _____

Event Type/Purpose: _____

Will you be using a sound system or DJ? Yes / No

Date(s) of Booking _____

Start time _____

End time _____

The time you book is the time you will using the hall, including set-up and clean up.
You will pick up the key at the start time and return it by the end time.

Centenary Hall	_____ Hours	£10 per hour	£ _____
Glebe Hall	_____ Hours	£10 per hour	£ _____
OR both halls	_____ Hours	£15 per hour	£ _____

Total Cost:	£ _____
Booking deposit:	£30
Total due:	£ _____

A £30 deposit is required to complete your booking. This covers any breakage and cleaning and ensures your event is over on time. If everything is left as you found it, then the deposit will be returned to you.

I understand the deposit policy and the Fire Safety Information posted.
I agree to keep the halls carpark entrance clear during my event.

Signature and Date _____

Office Use			
	Date	Amount	Balance
Total due			
Deposit paid			
Payment #1 paid			
Payment #2 paid			
Deposit returned?			signed: _____