



St Mark's Church and Henley Community Hall

BOOKING FORM

NAME OF HIRER: **telephone:** **e-mail:**

Address:

Type of event:

Do you wish to hire the church? the hall? both?

Date(s) of hiring: times, from: to:

Is food being prepared and provided? ^{Yes} ^{No} *If yes, Food Hygiene Cert holder is preferred*

Is professional caterer involved? *If yes, Food Hygiene Cert holder is preferred*

Is alcohol being offered for sale?

If yes, has a licence from the Council been applied for? ^{Yes} ^{No}

Is music being provided? ^{Yes} ^{No}

If yes, a certificate from The Performing Rights Society may be needed (if a concert)

Total Charges: £

50% deposit required to secure booking £ **Balance one week prior to event.**
(see conditions)

I confirm that I have read and understand the condition of hire:

I am over 18 years of age and agree to the conditions

Signature of Hirer: **Date:**

Return this booking form to the Booking Secretary:

**Mr J Irons
246 Nottingham Road
Mansfield
NG18 4SH**

Telephone: 01623 661735

e-mail: john.irons242@btinternet.com