

CASUAL USER BOOKING FORM

Name		
Address		
On Behalf Of (Group/Organisation)		
Contact Details	Phone(s):	E-mail:
The Above Information will be retained by DVHMC for the administration of this booking and will not be released to a third party without prior approval.		
The following rooms are available for hire separately or together		
The Main Hall	16m by 8m: Accommodating up to 175 people. It has a stage and adjacent Kitchen (with cooker, fridge, microwave), with servery hatch into the hall, Gents, Ladies, baby changing mat and Disabled toilets facilities.	
Lamyman Room	8m by 7.4m: Accommodating up to 45 people. There is a bar area with 2 sink units, small kitchen, Gents and Ladies toilets.	
State which Room/Rooms you wish to book		
3.State the Intended Use of the Premises (Birthday Party, Bingo, Dance Class, Wedding, etc)		

DUNSTON VILLAGE HALL MANAGEMENT COMMITTEE
 (Registered Charity No 514319)
 Dunston Village Hall, Chapel Lane, Dunston, Lincoln, LN4 2ET

HIRE PERIOD DETAILS			
	Date	Time(s)	
		Start	End
4a Event Time			
4b Preparation/Decoration (if different from event)			
4c Tidy/ Cleaning (if different from event)			
4d Other/Special Requirements			
5 Is alcoholic beverage to be sold or included in the entrance ticket price? If YES, complete form Appendix 1 for our consent for you to apply to NKDC for a Temporary Events License, a copy of which we will need to see before the event itself.			YES/NO

I accept Dunston Village Hall Conditions of Hire, a copy of which I have retained.	
Signature:	Date:

For office use		Total Sum due	£
Total hours			
Deposit due		£	Date Paid
Balance due no later than date of event		£	Date Paid Invoice No.