



TRUMPINGTON VILLAGE HALL BOOKING FORM

Hirer's name:

Organisation (if applicable):.....

Address:.....

.....

.....

Telephone Number:

Email address:

Purpose of event.....

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.....

Approximately how many people are you expecting?

Date of Event

Time of Event From Until

Please include your set up times and pack away times in your booking.

Total Duration of Hire (including setting up/tidying up)

Rooms required (please tick):

Main Hall + kitchen Committee Room Jubilee Room + kitchenette

Furniture required (please give numbers):

Chairs Folding tables Square tables

Other equipment as discussed with the Manager

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Will you require any additional Floor Cleaning? Yes / No

This will be at an additional cost to be discussed prior to the event.

I have read the terms and conditions of hire and agree to abide by them

Signed: Date:

Please send completed booking forms by email or post to:

Trumpington pavilion, Paget Road, Trumpington, Cambridge, CB2 9JF

£100 Deposits for small gatherings

£150 deposits for larger gatherings

(weddings, christenings etc.)

Deposit cheques should be made payable to TVH MANAGEMENT COMMITTEE

Please note that no booking is complete without both the deposit cheque and booking form.

For office use only			
Cheque/cash deposit paid		Yes	No
Hire amount -----	Paid	Yes	No