



**Booking Clerk,**

Barbara Adams  
8 Station Road  
Little Eaton,  
Derby. DE21 5DN

**07805 053180**

-----e-mail----- [bookings@littleeatonvillagehall.com](mailto:bookings@littleeatonvillagehall.com) -----

**BOOKING FORM PLEASE COMPLETE IN BLOCK CAPITALS.**  
**For available dates please contact the Booking Clerks. They're here to help!**

Name of Hirer (person).....  
This person should be a responsible adult who will be in charge of Health and Safety, Fire and No Smoking precautions and Alcohol Consumption (if any), during the hire period.

Organisation (If Applicable).....

Address of Hirer .....  
.....

Post Code..... Phone..... E-mail.....

Purpose of Hiring .....

Please indicate if alcohol is to be consumed during the event. Yes.....No.....

Please indicate if you have a Child Protection/Vulnerable Persons Policy. Yes.....No.....

Alcohol Consumption is covered by the Hall's Premises Licence. All events at which alcohol is consumed are required to enclose a separate £250 bond. The premises are to be evacuated by 11 pm in the case of all evening events.

| Rooms required | Dates | Time From | Time to | Hours | Rate £ | Charge £ |
|----------------|-------|-----------|---------|-------|--------|----------|
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I enclose a **cheque** in respect of hire charges of.....£.....

I enclose a separate **cheque** for £250 in respect of a bond charge.....£.....

**Cheques to be made payable to LITTLE EATON VILLAGE HALL** TOTAL.....£.....

By signing this form you are agreeing to all the Terms & Conditions of Hire of Little Eaton Village Hall.

**SIGNED** ..... **HIRER**

**DATE** .....

Please return this page to the Booking Clerk. Confirmation will be sent on receipt of your form.

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**Block Booking Form.** Invoices for regular users will be sent quarterly in arrears.

Use this form for the regular use of facilities, mixed use of facilities, sequenced use of facilities. **For the avoidance of errors, please list all dates individually. Entries like “every Monday”, are not acceptable.**

| Rooms required | Date  | Time From | Time to | Hours | Rate  | Charge £ |
|----------------|-------|-----------|---------|-------|-------|----------|
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