HATFIELD TOWN COUNCIL
BOOKING FORM

BIRCHWOOD LEISURE CENTRE, LONGMEAD, HATFIELD, HERTS. AL10 0AN *(Central Booking Office)*
Tel: 01707 262023 Fax: 01707 271145 Email: birchwoodleisure@aol.com

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Application To Hire: **ROE HILL HALL** ☐ **LEMSFORD HALL** ☐

BAR YES/NO **BAR YES/NO**

TIME BAR TO OPEN: ....

Applicant:		
Organisation/Function:		**Number Attending:**
Address:		
Tel No (Home):	**Tel No (Work):**	**Tel No (Mobile):**
HIRE: Day:	**Date:**	**TIME: From:** **To:**

ROE HILL HALL	**LEMSFORD HALL**
Function Hire = ...	**Function Hire = ...**
Hall & A/Room = ... hrs x £..... = ...	**Hall = ... hrs x £..... = ...**
Hall = ... hrs x £..... = ...	
A/Room = ... hrs x £..... = ...	
SUB-TOTAL = ...	**SUB-TOTAL = ...**
PLUS DEPOSIT = ...	**PLUS DEPOSIT = ...**
TOTAL = ...	**TOTAL = ...**

THE DEPOSIT IS PAYABLE AT THE TIME OF BOOKING. YOU WILL BE INVOICED FOR THE TOTAL AMOUNT TWO MONTHS BEFORE THE HIRE DATE. BOOKINGS WITHIN ONE MONTH MUST BE PAID IN FULL WITH THE DEPOSIT. CHEQUES SHOULD BE MADE PAYABLE TO 'HATFIELD TOWN COUNCIL'

MAXIMUM ATTENDANCE - ROE HILL 150 (SIT DOWN MEAL 100) - LEMSFORD 120 (SIT DOWN MEAL 75)

BOTH HALLS ARE LOCATED IN A RESIDENTIAL AREA AND MUST BE VACATED WITH MINIMUM NOISE BY 12.00 AM

THE LOUNGE BAR AT ROE HILL HALL AND LEMSFORD HALL IS USED BY SPORTS TEAMS THROUGHOUT THE YEAR

INVOICE ADDRESS (IF DIFFERENT FROM ABOVE): .....

DEPOSIT REFUND ADDRESS (IF DIFFERENT FROM ABOVE): .....

IS THIS BOOKING A SURPRISE EVENT? - YES/NO

IF YES, WHO SHOULD THE INVOICE BE SENT TO? .....

TO HELP US WITH OUR MARKETING PLEASE LET US KNOW HOW YOU FOUND OUT ABOUT THIS HALL?.....

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Payment Details: **PLEASE NOTE WE DO NOT ACCEPT AMERICAN EXPRESS**

Please make cheques payable to: 'HATFIELD TOWN COUNCIL'

Or please debit my (type of card) CREDIT/DEBIT card with the sum of **£**

My card number is ***Card issue date*** ***Expiry date***

|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__|__| |__|__|__|__| |__|__|__|__|

Security No. |__|__|__| ***(last 3 digits on reverse of card)*** ***Issue No.*** |__|__| ***(Switch only)***

Signature ..... Date .....

I HAVE READ AND ACCEPT THE HIRE CONDITIONS ON THE REVERSE OF THIS FORM AND APPLY FOR USE OF THE FACILITIES LISTED ABOVE

SIGNED.....DATE .....

NAME .....

HATFIELD TOWN COUNCIL Use Only

DEPOSIT RECEIVED ..... INVOICE TOTAL .....

(Hall Reference)

INVOICE NO. ..... DEPOSIT REFUND .....

(Cheque No.)

HALL MANAGER ..... COMMENTS .....