

EVENT BOOKING FORM

Cookley Village Hall

Lea Lane, Cookley, Worcestershire

DY10 3RH

CONTACT INFORMATION



Full Name



Phone Number



Email Address



Home Address

EVENT DETAILS

Event Date

Event Type

Arrival Time

Departure Time

When would you like access to the venue for set up and clear down?

**We ask guests to pre-book taxis to prevent unnecessary noise outside after closing time*

ALCOHOL & BAR

Bar to be open from

Last orders are 11.30pm

Refreshments cannot be provided by a hirer or attendee

Welcome drinks required

Yes

☐

No

☐

Drinks for toast required

Yes

☐

No

☐

ROOM LAYOUT & SETUP

Number of guests

Final numbers are required 2 weeks before event

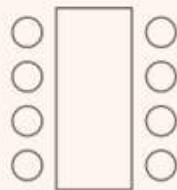
Main Hall can seat 100 banquet style, dependant on the size of dance floor area required.

Trestle tables can seat 8 around.
5ft round tables can seat 10 around.

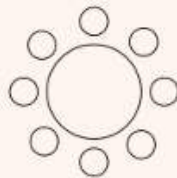
Please tell us how you would like the room to be set up

Buffet tables required **Yes** ☒ **No** ☒ Amount

Examples of room layouts



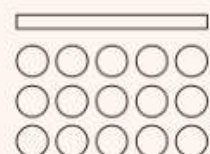
Boardroom



Banquet



Cabaret



Theatre

CATERING

Kitchen Required **Yes** ☒ **No** ☒

Name & Contact Details of Caterers (if applicable)

MUSIC & ENTERTAINMENT

Will there be any music or entertainment? **Yes** ☒ **No** ☒

If yes, please provide details including company name and contact

We require all music to be switched off at 11.30pm

We require public liability insurance and all items to be PAT tested

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PAYMENT

Payment Details

Refundable Deposit: £

**Childrens Parties £100*

**Evening event £300*

Room Hire Charge: £

Cost of Extras: £

Total Costs: £

Payment Type

Online bank transfer to Cookley Playing Fields & Village Hall
Lloyds Bank

Sort Code: 30-92-93

Account Number: 69186360

*For cancellation charges see Terms & Conditions at
www.cookleyvillagehall.co.uk*

IMPORTANT INFORMATION

I have read and understood the Terms & Conditions of Hire for Cookley Village Hall found at www.cookleyvillagehall.co.uk

☐

I agree when hiring, a refundable deposit of is required and will be refunded within 28 working days after the event if the Hire Terms & Conditions have not been broken

☐

I confirm the booking details are correct

☐

I am over 21 years old

☐

Print Name

Sign

Date