

# Codicote Sports



# Social Centre

## Hall Booking Form

	Details	Notes
Date of Function		
Type of Function <i>e.g. 18<sup>th</sup></i>		
Start Time ( <i>inc. set up</i> )		
Finish Time ( <i>inc. set down</i> )		
Name of Person Booking		
Address		
Telephone Number		
Numbers Expected		
Cleaning Required @ £35	YES / NO	
Use of Kitchen	YES / NO	
Staff Name and Date Taken		
Additional Information		
Hire Fee & Deposit		
Customer's Signature		

## CSSC HALL BOOKING RECEIPT

Date of Function		Cleaning Required	
Start Time		Use of Kitchen	
Finish Time		Signature of Staff	
Number Expected		Printed Name of Staff	

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*Hall Fees, excluding deposit –  
Members – AM or PM £20; Evening £25  
Non Members – AM or PM £40; Evening £50*

### Conditions for Hiring the Hall

All hirers:

- are expected to pay 100% of the Hire Charge when booking the hall, which is non-returnable if notification of cancellation is less than 14 days prior to the booking. No booking is confirmed until all charges / fees have been paid.
- will need to supply a £50 returnable deposit at the time of booking the hall. This deposit may be forfeited if damage has occurred or the booking is cancelled. All Cheques should be made payable to CODICOTE PARISH COUNCIL
- should ensure that Fire Exits are kept free from obstructions whilst there are persons in the hall.
- need to ensure that electrical equipment brought onto the premises is safe and will not compromise the existing systems.
- are responsible for any damage to fixtures and fittings that occurs during the hire period. Any damage should be reported to a member of staff as soon as possible.

Please note that the management accept NO responsibility for loss or damage to any equipment or possessions brought to the clubhouse. In any dispute about the hire and relevant charges the management's decision will be final and binding.

Codicote Sports and Social Centre  
c/o 5 The Close  
Codicote  
Herts  
SG4 8YQ

*Once complete, please return the form to the above address for processing. If the hall is available and the booking is acceptable, you will be contacted about the confirmation.*