

NEUADD OWEN VILLAGE HALL  
CEFN  
ST. ASAPH  
LL17 0EY

INVOICE No:

www.neuaddowen.org.uk

## BOOKING FORM

**(Block Letters Please)**

Full Name Of Hirer:

Name of Organisation (if applicable)

Date of Hire:

Time of Hire: From \_\_\_\_\_ To \_\_\_\_\_

Please remember to include time for setting up/clearing up in the hire time. (All events to be finished by mid-night.)

Hirer's Address:

Postcode:

Telephone No:

Mobile:

e-mail address:

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Type of Event:

Facilities required (Please tick):

MAIN HALL  KITCHEN  SHOWERS  FIELD  (Only by prior arrangement and within designated area) PROJECTOR/SOUND SYSTEM  (£15.00 extra) IN HOUSE BAR  (By separate arrangement)

Will alcoholic beverage be served: **Yes/No**. If yes, will a charge be made for the alcohol? Yes/No  
(A copy of the Provisional licence **must** be produced beforehand)

**Maximum** No. of people attending event: (This must not be exceeded):

Any other requirements:

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I agree to be responsible for the premises for the period of hire and to abide by the Terms & Conditions of Hire, a copy of which I confirm I have read.

Signed (Hirer):

Date:

Nominated Person in Charge (If not the Hirer)

Their contact details: (Mobile)

Cost of Hire £

Deposit paid: £

Date paid:

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One copy of the form must be signed & returned, accompanied by deposit, before any booking can be confirmed. Return to: Clare Vickers, Tai Newydd, Groesffordd Marli, Abergele. LL22 9EB or e-mail to: [info@neuaddowen.org.uk](mailto:info@neuaddowen.org.uk)