



East Goscote Village Hall Management
Committee
Long Furrow
East Goscote
Leicester
LE7 3ZL

Tel/Fax: 0116 260 2202
Email: admin@eastgoscote-pc.gov.uk

APPLICATION TO BOOK THE HALL

NAME: _____

ADDRESS: _____

POSTCODE: _____

TEL NO.: _____

EMAIL: _____

DATE REQUIRED: _____

TIME (this includes set up / clean up) FROM: _____ TO: _____

REASON FOR BOOKING: _____

I HAVE RECEIVED TERMS AND CONDITIONS / CLOSING CHECKLIST

We are required to hold certain information to fulfil our service and obligations. We will hold your Name, Address, Telephone Number and Email Address.

I HAPPY FOR YOU TO HOLD AND MAINTAIN MY PERSONAL DATA

Full payment for the hall hire must be made at the time of the booking either in cash or via bank transfer to EAST GOSCOTE VILLAGE HALL FUND, Account Number: 37171809, Sort Code: 09-01-54

We require a £40 cash damage waiver which will be returned in full after the booking and a £20 cash cleaning fee when collecting the keys prior to the booking.

Please see the terms and conditions for the cancellation policy.

I UNDERSTAND THE PAYMENT TERMS

THE COMMITTEE'S DECISION IS FINAL

SIGNED _____ DATE _____

Office Use Only

Full Cost: _____

Date booking form received: _____

Date payment received: _____