



FUNCTION BOOKING FORM

Clayton Village Hall, Reva Syke Road, Clayton, Bradford BD14 6QN , Tel: 07734 513652 Email claytonvillagehall@gmail.com

Name Tel no:

Address

Date of Function Type of Function

Approximate number of guests Email

Where did you hear about us?

Will you be using a Bouncy Castle? Yes/No **IF YES, THERE IS A SAFETY HEIGHT RESTRICTION OF 8 FEET AND YOU MUST ARRANGE YOUR OWN INSURANCE.**

Room	Price perHour (£)	MaxCapacity	Time required from	Time required until	Total cost (£)
Victoria Suite	30.00	120			
Victoria Suite with bar	35.00				
Kitchen	10.00				
Ken Hartley Hall	20.00	60			
Jack Toothill Lounge	10.00	25			
Ron Kelly Bar	10.00	30			
White linen tablecloths are available to use at a cost of £3.00 per cloth					
Chair covers available at £1.00 each					
No alcohol to be brought into the premises All alcohol must be purchased from bar. Returnable Bond of £100 for events over 50 and £200 events over 100.				Total Cost	
£20.00 non returnable deposit (to secure the booking) to be paid on booking -				Deposit	£20
To be paid one week prior to event booking date and facilities/rooms required to be confirmed				Balance to pay	

When available, access will be given 2 hours prior to the booking time, to allow for preparation, at no extra cost. Any time in excess of 2 hours will incur the cost of the hourly rate of the rooms booked.

I have read, understand and accept the Terms and Conditions of hire (attached)

Signed