

## Neston Memorial Hall

### Booking Form

Name of Hirer: .....

Contact Details:

Address: .....

Telephone: ..... Email: .....

Date of Booking: ..... Time Reqd: .....

(Please note: You will get access to the Hall 30 mins before booking and for 30 mins after – if you require longer to set up you will need to book this extra time.)

Event: .....

Are you applying for a TENS (Temporary Events Licence): Yes/No (please circle)  
(There are only a limited number available each year – please contact the Booking Clerk to discuss this.)

The cost of the Hall is £18 an hour and includes use of all rooms, tables, chairs and crockery. The complete hiring fee must be paid 7 days in advance of the hiring. Cheques to be made payable to Neston Memorial Hall.

A refundable deposit of £100 in the form of a cheque is required with this booking form to protect against damage, breakages etc. This will be held until the Booking Clerk receives confirmation that there has been no damage etc incurred as a result of your hiring the Hall. It will then be either returned to the Hirer  at the address provided or destroyed . Please indicate by placing a tick in the appropriate box which you would prefer.

This form when completed along with the deposit cheque is to be sent to the Booking Clerk: Graham New, 38 Greenhill, Neston, SN13 9SQ to secure the booking.  
(Contact Telephone: 01225 812198. Email: [bookings@nestonmemorialhall.co.uk](mailto:bookings@nestonmemorialhall.co.uk) )

The key can be collected 30 minutes before the start of the hire from the Booking Clerk who will advise the Hirer of the key collection process.

Please sign to show that you have read and accept the conditions of Hire:

Signature: ..... Name: .....

Date: .....

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For Booking Clerk Use:

Deposit Received: ..... Fee of £..... Received: .....

Deposit Returned/Destroyed: ..... Fee Passed to Treasurer: .....

Electronic Diary Updated: .....