

INKPEN MEMORIAL PLAYING FIELD BOOKING FORM

Notes:

1. Residents may not hire on behalf of non-residents.
2. Main room hire includes the use of tables, chairs, electricity, heating and kitchen facilities
3. Booking enquiries to: gloriakeene@hotmail.com
4. Booking hours are from 8.30am to 11.30pm.
5. The hirer is responsible for removing all rubbish from the field and pavilion on completion.
6. Covid restrictions will apply e.g social distancing.

ORGANISATION / COMPANY / GROUP / FAMILY : _____

FUNCTION DETAILS

PLEASE STATE IF YOU REQUIRE THE PLAYING FIELD - COST OF HIRE IS: £45

DATE OF EVENT : _____ START TIME : _____ FINISH TIME : _____
TYPE OF FUNCTION (e.g. Birthday party, Anniversary, Social, meeting etc.) _____
ROOM(S) REQUIRED : MAIN ROOM KITCHEN TOILETS CHANGING ROOMS
NUMBERS ATTENDING _____

ORGANISERS DETAILS

NAME OF ORGANISER : _____
E-MAIL ADDRESS : _____
ADDRESS : _____
POST CODE : _____
PHONE NUMBERS : HOME : _____ OFFICE : _____
MOBILE : _____ FAX : _____

This information is held solely for the purpose of administering this booking.

In the event of Cancellation – the booking fee will be returned if notice is given 7 days prior to the event.

Keys to the pavilion can be collected and must be returned at the end of the hire to:

Gloria Keene, 2 Robins Hill, Inkpen. RG17 9QD Telephone: 07704 718475 Email: gloriakeene@hotmail.com

Booking Fee: (Cheques to Inkpen Memorial Playing Field) –

£

£

(Up to 60 people)

Your final numbers need to be determined and payment made in full on booking

SIGNED : _____ POSITION : _____ DATE : _____