

MANCETTER MEMORIAL HALL

Charity Number 522964

Old Farm Road, Mancetter, Atherstone, Warwickshire, CV9 1QN

Tel: 01827 714989

email:enquiries@mancettermemorialhall.co.uk

Website: www.mancettermemorialhall.co.uk

Booking Form

Date of Hire: _____

Room Required: **Hall / Meeting Room**

Number of Hours (to include set up and close down): _____

Times Required: (to include set up and close down) _____

Purpose of Hire: _____

Contact Name &
Address: _____

Contact Details: Home _____

Mobile _____

Office _____

E-Mail _____

Booking Requirements e.g. Number of Chairs / Tables Layout of the Room

Deposit paid by **cash / cheque / Direct into bank**

Please return this Form by email, Post or Drop into the Office on Monday and Thursday Mornings from 10-12

A 25% non - refundable deposit is required to secure the booking, and full payment is due 7 days prior to the date booked. For Party bookings over 4 hours a £100 damage bond is required which will be returned at the end of the function providing everything is satisfactory.

Please make cheques payable to **Mancetter Memorial Hall**

Alternatively, you can pay directly into the Bank:

Sort Code: 40 08 35 Account No: 90558621

ref No: Date of booking and surname / company name

