**Old Boys’ School – Booking Form**

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| NAME/ORGANISATION: | ADDRESS: |
| TELEPHONE: | E-MAIL: |
| REASON FOR HIRE/ADDITIONAL INFORMATION: | DATES/TIMES REQUIRED: |
| FEE PAYABLE; £  (this is £10 per hour for all time used)  PAID BY: CASH / CHEQUE / BANK TRANSFER  BOOKING REFERENCE: Use your name and hire date.  £10 KEY DEPOSIT TAKEN: YES/NO KEY NO: | I have read and understood the hire agreement:  SIGNED:  DATE:  **A £10 cash deposit is payable in return for the key.** |

To contact the booking clerk, find details at https://cawoodvillage.org.uk/old-boys-school-booking-information/

**Checklist on leaving premises**

* Floors clean and tidy (the cleaning cupboard is in the ladies’ toilets with the key high on the door frame to the left as you walk into the ladies)
* Tables put away & chairs cleared,
* Toilets and kitchen clean, food waste placed in plastic bags and put in outside bin in car park
* Light switches turned off (toilets, hall, kitchen, main entrance/exit)
* Tea Towels – Hirers Responsibility
* All taps turned off
* Close two fire shutters
* Turn off 2 water boilers in kitchen
* Unplug microwave

**Payment and Key Deposit**

Payment should be received 7 days prior to hiring the hall unless otherwise agreed. Preferred payment method is by bank transfer to account number 41085581 sort code 40-40-29 quoting name and date of booking.

Alternatively, cheque quoting name and date of booking on the reverse or cash in a sealed envelope quoting name and date of booking can both be given to the clerk. **A £10 cash deposit is payable in return for the key.**

**For use by Booking Clerk**

**Deposit Returned? Date: Signed: Method: cash/bank transfer**

**Key Returned? Date Signed**

**Notes;**