Confirmation of Bookings

Name… ….

Organisation…… ………………………………………………

Address……………………………………………………………………………………………………………………

Tel.no.…. email. ………………

Function.... .............................................

Date and time ....

Agreed Fee... Signed.........................................................

**I have read and agree the conditions of bookings.**

**I am aware of the fire safety and catering information, and the contact details.**

**Fees are payable in advance to the bookings officer, £5 of which is non returnable in the event of cancellation.**

**BACS payments please to:**

**Account name Colaton Raleigh Village Hall**

**Sort code 30-94-36 Account no. 00522910**

**Any cheques should be made payable to Colaton Raleigh Village Hall.**

**The bookings officer will tell you about arrangements to unlock and lock hall.**

**Please return this form completed within 7 days to crhallbookings@gmail.com or**

 **Lorraine Taylor, 4 Meadow Way, Church Road, Colaton Raleigh, EX10 0LQ**

**Tel. 07967 520679**

**THANK YOU!**