**Great Somerford Parish Council**

**Community Room**

**Booking Secretary Mr David Todd**

**11 BroadField Farm, Great Somerford, Chippenham, Wiltshire, SN15 5EL**

**(m) 07977074532 (e) DavidTodd.GSPC@outlook.com**

**Booking Application Form for private functions**

**Name of Hirer** / Responsible Person …………………………………………… (must be over 18)

**Name of organisation/club** (if appropriate) ……………………………………………………………

**Contact details of Responsible person**.……………………………………………………

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.**Post Code** .............……………………

**Tel No**  …………………………………………..**Email** ……………………………………..

**Date/Dates Required**……………………… **Time from** ………………to……………………..

**Purpose of Hire** ……………………………………………………………………………………………

**Use of Kitchen N/A**

**Note:** No items to be removed from the Kitchen without prior permission.

**Use of Tables/Chairs Yes/No**........................................

**Hire Charge** £25 per session for hirers within the parish £30 per session for hirers out of the parish

**A Session is Morning up to mid-day, afternoon from mid-day to 5pm, evening from 5pm until finish**

**(An additional £25 refundable damage/cleaning deposit is required)**

**Notes:-**

Bank transfer to be made to: Parish Council of Somerford Magna, sort code 30-91-99, account 02483453.

All booking agreements are subject to receipt of this booking form

*Tear off.---------------------------------------------------------------------------------------------------------------------------------------------------------*

Confirmation of Booking

Community Room booked for ..............................................................

On (dates)....................................................Amount Paid................................

Signed............................................................Mr David Todd - Booking Secretary