



**SWALLOWFIELD PARISH HALL COUNCIL**  
Swallowfield Street, Swallowfield RG7 1QX  
**Booking Form**

Name of person/group making booking \_\_\_\_\_

Organisation (if applicable) \_\_\_\_\_

Address (This and/or the email address below will also be your INVOICE address)

\_\_\_\_\_  
\_\_\_\_\_

Telephone \_\_\_\_\_

Email (this person will receive the door entry code details) \_\_\_\_\_

Date(s) required \_\_\_\_\_  
(If block booking, state days of the week as well as start/finish dates may be on a separate document and attached)

**WHAT ARE YOU BOOKING** (circle)      **MAIN HALL**      **DAVIES ROOM**      **ROSE ROOM**  
**SWALLOWFIELD RECREATION GROUND**      **RISELEY RECREATION GROUND**

**DO YOU REQUIRE THE STAGE**      Yes / No

Time from \_\_\_\_\_ To \_\_\_\_\_ (you must allow for set up & clear up)

Purpose of hire \_\_\_\_\_

Bookings for commercial purposes are required to have their own public liability insurance, a copy of which must be provided to the bookings clerk

Numbers expected \_\_\_\_\_

I have read and agree to the Terms and Conditions of Hire and the Hirer's Privacy Notice (both documents are available on the Parish Council website) and confirm I am authorised to sign on behalf of the above named organisation. I agree to pay the deposit as set out in the terms and conditions of hire I have read and understood the risk assessment and Emergency Plan and have or do not need the following licences:

- Alcohol Licence (the booking clerk can provide more information and a copy of the necessary forms. A fee will be charged. NB it is an offence to sell alcohol without the required licence)
- Public Entertainment
- Commercial Trading
- PRS for Music/PPL UJK Music licences

Signed \_\_\_\_\_ Date \_\_\_\_\_

Entry to the hall is via a keypad and the code will be given to you following receipt of payment for your booking. If payment is not received by the date stated in the terms & conditions of hire you will not be able to access the hall.

**Booking Clerk: Tel: 0118 9885444 Email: [finance\\_officer@swallowfieldpc.gov.uk](mailto:finance_officer@swallowfieldpc.gov.uk)**