INKPEN MEMORIAL PLAYING FIELD
BOOKING FORM

Notes:

1. Residents may not hire on behalf of non-residents.
2. Main room hire includes the use of tables, chairs, electricity, heating and kitchen facilities
3. Booking enquiries to: gloriakeene@hotmail.com
4. Booking hours are from 8.30am to 11.30pm.
5. The hirer is responsible for removing all rubbish from the field and pavilion on completion.
6. Covid restrictions will apply e.g social distancing.

ORGANISATION / COMPANY / GROUP / FAMILY : _____

FUNCTION DETAILS

DATE OF EVENT : _____ **START TIME :** _____ **FINISH TIME :** _____

TYPE OF FUNCTION **(e.g. Birthday party, Anniversary, Social, meeting etc.)** _____

ROOM(S) REQUIRED : **MAIN ROOM** ☐ **KITCHEN** ☐ **TOILETS** ☐ **CHANGING ROOMS** ☐

NUMBERS ATTENDING _____

ORGANISERS DETAILS

NAME OF ORGANISER : _____

E-MAIL ADDRESS : _____

ADDRESS : _____

_____

_____

POST CODE : _____

PHONE NUMBERS : **HOME :** _____ **OFFICE :** _____

MOBILE : _____ **FAX :** _____

This information is held solely for the purpose of administering this booking.
In the event of Cancellation – the booking fee will be returned if notice is given 7 days prior to the event.
Keys to the pavilion can be collected and must be returned at the end of the hire to:
Gloria Keene, 2 Robins Hill, Inkpen. RG17 9QD Telephone: 01488 668960 Email: gloriakeene@hotmail.com

Booking Fee: **(Cheques to Inkpen Memorial Playing Field) –** £ £

(Up to 60 people)

Your final numbers need to be determined and payment made in full on booking

SIGNED : _____ **POSITION :** _____ **DATE :** _____