

Village Hall

Booking Enquiry

Orton Lane
Norton Juxta Twycross
Warwickshire
CV9 3QA

Hirer Details:

Name	
Address	
Postcode	
Home telephone number	
Mobile telephone number	
Email address	

Event Details:

Date of proposed hire		
Timings of event		
Time hall required (including set up & clear up)		
Purpose of hire		
Description of music or entertainment (recorded or live) if applicable		
Approximate number of guests		
Description in your words of the types of people that are likely to attend your event e.g. family event, children under the age of 10, adults no children etc, etc		
Do you intend to provide alcohol as part of your event:	YES	NO
If Yes will this alcohol be provided free and without charge	YES	NO
If No please indicate your requirement for a bar service* NJT Institute Committee will be the sole provider bar service in the hall.		

Please return this enquiry form to the bookings clerk:

Ann Moore 01827 881040
2 Orton Lane
Norton Juxta Twycross
CV9 3PU

Please complete your enquiry form accurately. This information will be used to consider and assess your enquiry. Any subsequent confirmation will be made in consideration of the information supplied and addressing any potential resulting risk.