

# EGGINTON MEMORIAL HALL

## Booking form

If you wish to hire the Hall or any part of it, please complete this form and send it to Lynne Gardner (3 Elmhurst, Egginton) in good time. Alternatively you can Email an electronic copy of the form to [villagehall@egginton.org.uk](mailto:villagehall@egginton.org.uk).

You will be billed in due course for the length of time you hired the Hall.

<b>Date</b>		
<b>Organisation</b>		
<b>Contact name</b>		
<b>Tel No.</b>		
<b>E-mail</b>		
<b>Date &amp; time when required</b>		
<b>Requirements</b> For example: How many chairs tables etc.? How should they be arranged? Any special requirements.		
<b>Confirmation</b>	<b>Date</b>	

Please ensure that the Hall is carefully maintained avoiding any damage to the premises. If there are any accidents, please report any damage to Lynne Gardner.