




THE WHITTLESFORD
MEMORIAL HALL
BOOKING FORM



Name			
Address			
Phone (mobile)		Phone (landline)	
Email Address			
Description of Event			
Name of band/disco, etc.			
Date(s) Required			
Estimated attendees			

Rooms Required: Millennium Room (✓)
 Main Hall (✓)
 Millennium Room & Main Hall (✓)

Sessions Required: Morning (9am – 1pm) (✓)
 Afternoon (1pm – 6pm) (✓)
 Evening (6pm – 12pm) (✓)

Facilities Required: Kitchen: For Washing Up/Drinks only (✓)
 Kitchen: For Cooking (✓)
 Playgroup tables and chairs only (not toys and other equipment) (✓)

To be completed by the guarantor (for any event where alcohol is to be served must be a Whittlesford resident):

Name			
Address (if different from above)			
Signed		Date	
I/we agree to be bound by the Conditions of Hire			

Please return this form to: Penny Toop, Crowlands, 9 North Road, Whittlesford, CB22 4NZ.
 E-mail: dj.toop@outlook.com Tel: 01223 835252. Caretaker: Beverley Arnold. Tel: 01223 835555.
 Cheques should be payable to "Whittlesford Memorial Hall"