HATFIELD TOWN COUNCIL-BOOKING FORM

BIRCHWOOD LEISURE CENTRE, LONGMEAD, HATFIELD, HERTS. AL10 0AN *(Central Booking Office)*
Tel: 01707 262023 or 270772/3 Fax: 01707 271145 Email: birchwood@hatfield-herts.gov.uk

ROE HILL HALL

Applicant:		
Organisation/Function:		**Number Attending:**
Address:		
Tel No (Home):	**Tel No (Work):**	**Tel No (Mobile):**
HIRE: Day: Date:	**TIME: From: To:**	

Hall	=	hrs x £.....	= .....
Activity Room	=	hrs x £.....	= .....
Hall & Activity Room	=	hrs x £.....	= .....
	TOTAL		= .....

ALL BOOKINGS MUST BE PAID FOR WITHIN 2 WEEKS OF CONFIRMING THE FUNCTION. CHEQUES SHOULD BE MADE PAYABLE TO 'HATFIELD TOWN COUNCIL'

MAXIMUM ATTENDANCE - ROE HILL 150

PLEASE NOTE THAT FOOTBALL/RUGBY/CRICKET MAY TAKE PLACE AT WEEKENDS WHICH CAN AFFECT CAR PARKING

THE HALL IS LOCATED IN A RESIDENTIAL AREA AND MUST BE VACATED WITH MINIMUM NOISE BY 10.00 PM

INVOICE ADDRESS (IF DIFFERENT FROM ABOVE): .....

TO HELP US WITH OUR MARKETING PLEASE LET US KNOW HOW YOU FOUND OUT ABOUT THIS HALL?.....

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Payment Details: **PLEASE NOTE WE DO NOT ACCEPT AMERICAN EXPRESS**

Please make cheques payable to: 'HATFIELD TOWN COUNCIL'

Or please debit my *(type of card) CREDIT/DEBIT card with the sum of* £

My card number is *Card issue date* *Expiry date* *Issue No.*

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Signature ..... *Date* .....

IF YOU WOULD LIKE TO MAKE A PAYMENT DIRECTLY INTO HATFIELD TOWN COUNCIL'S BANK ACCOUNT OUR BANK DETAILS ARE AS FOLLOWS:

NATIONAL WESTMINSTER BANK PLC, TOWN CENTRE BRANCH, HATFIELD

For the credit of:

HATFIELD TOWN COUNCIL Account No: 43031536 Sort Code: 60-10-18

PLEASE QUOTE YOUR BOOKING REFERENCE - NAME, VENUE, HIRE DATE

I HAVE READ AND ACCEPT THE HIRE CONDITIONS ON THE REVERSE OF THIS FORM AND APPLY FOR USE OF THE FACILITIES LISTED ABOVE

SIGNED.....**DATE** .....

NAME .....

HATFIELD TOWN COUNCIL Use Only

PAYMENT RECEIVED ..... **INVOICE NO** .....