

East Morton War Memorial Institute

11 Main Road, East Morton, Keighley BD20 5SP

Event Booking Form Booking Ref:

Hire Charges			Please tick	
Hall	£15 per hour		<input type="checkbox"/>	
Meeting room	£10 per hour		<input type="checkbox"/>	
Refundable deposit	£50		<input type="checkbox"/>	
Description of event				
Start Time	Finish Time	Hours	Rate	Charge
			£15/£10	
Event Date				
Name				
Address				
Telephone				
Mobile				
Email				
I have read and agree to the Terms and Conditions of Hire (enclosed)				
Signature				
Date				
Is it your intention to serve alcohol at your event			YES <input type="checkbox"/>	NO <input type="checkbox"/>

The reservation is provisional until this completed booking form and payment have been returned and received by us. We will hold the date until after this it will be presumed that you no longer wish to book the premises and your provisional reservation will be cancelled.

Please sign and return this form to: The Bookings Secretary, East Morton Village Institute, (address above) along with two cheques (hire charge and deposit) payable to Morton War Memorial Institute or pay the full amount of both hire charge and security deposit direct to our Barclays bank account (sort code 20-45-14 Account 10649694).

Please tick this box if payment is to be made directly to the bank

The security deposit will be destroyed/returned if the hall is left in a satisfactory condition. If the deposit is required to be returned direct to bank PLEASE supply

Acc Name:

Sort Code:

Acc Number:

PLEASE ENCLOSE A STAMPED ADDRESSED ENVELOPE (For confirmation and entry details to be sent)