

Morton War Memorial Institute

11 Main Road, East Morton, Keighley BD20 5SP

Event Booking Form

Room	Hire Charge	Please tick
Hall	£18 per hour	☐
Meeting room	£12 per hour	☐
Both Rooms	£27.00 per hour	☐
Refundable bond	£50 for daytime events - £100 for evening events	☐

Date		Description	
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Start Time	Finish Time	Total Hours	Rate	Charge

Name	
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Address	
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Telephone	
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Email	
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Do you intend to introduce a bouncy castle, trampoline or similar equipment into the Event? _____
If so, will the provider of the Equipment or you the hirer of the Institute be taking responsibility for overseeing the safe use of the Equipment? _____

IMPORTANT

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF HIRE

SIGNED _____ DATE _____

The reservation is provisional until this completed booking form and payment have been returned and received by us. We will hold the date for two weeks, 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, 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 your bank please supply:

Acc Name: _____ Sort Code: _____ Acc Number: _____

I authorise Morton War Memorial Institute to retain and use my above email address for

notifications of events associated with Morton Village: Yes ☐ No ☐