Felton Village Hall Regular User Weekly and Monthly Bookings Form August 2021 – July 2022

(Group)				
nb. Pantomime final rehearsals and performances are booked in from January 30 - February 6 2022, meaning the Hall is not available for most bookings because of the stage extension and equipment in both rooms. Check with the Bookings Officer for more information.				
1. Normal booking pattern:				
day	start of chargeable per	od end of	chargeable period	
(RUGs are granted 15 minutes without charge before and after their booked activity time. All other time is chargeable. Make sure you book for all the time you should be charged for. The Bookings Officer will add the free 15 minutes to the start and finish of your charged slot.)				
2. Circle the spaces and equipment you normally require: (If you require more for a particular day, contact the Booking Officer in good time)				
Main Hall (requesting the kitchen	Coquet Room kitchen allows us to ensure it is not double book		Kitchen ed)	
Public Address system Crockery and Cutlery	Stage Lighting Glasses		Projector and Screen	
The Booking Officer may contact you to discuss use of equipment				
3. Will alcohol be sold (including within a ticket price)? YES / NO				
4. Definite Dates: Write the dates you require onto the table. If you do not know all your dates up to July 2022, contact the Booking Officer with each batch as you get them fixed. You can book up to a year ahead – ie in January 2022 you can book up to December 2022. Please block out months / dates when you definitely will not be meeting.				
August 2021	September 2021	October 2021	November 2021	
December 2021	January 2022	February 2022	March 2022	
April 2022	May 2022	June 2022	July 2022	
You can check your bookings at any time by going to https://v2.hallmaster.co.uk/Diary/MainPanel/9915				
Completed by (please print name)				
signed date				

Send this form together with your Hiring Agreement and your Annual Declaration to the Bookings Officer, feltonvillagehall@btinternet.com or Stobo Cottage, West Thirston, Northumberland NE65 9EG