

CONFIRMATION OF THE BOOKING WILL BE SENT WITHIN ONE WEEK OF RECEIPT OF THE APPLICATION. IF THE FEE HAS BEEN PAID A RECEIPT WILL ALSO BE SENT. CONTACT THE CLERK (see overleaf) IF YOU DO NOT RECEIVE CONFIRMATION WITHIN 2 WEEKS OF SENDING THE FORM.

Ref No.	
Paid	
Receipt No.	

# BRAMPTON PARISH COUNCIL

## MOOT HALL BOOKING FORM

### PLEASE NOTE – NO BANNERS ON RAILINGS

<b>DATES REQUESTED</b> (Where the accommodation and sessions to be booked are identical, all dates may be included on one form)	
--	--

Tick the appropriate boxes for the accommodation and session requested and indicate the actual time of commencement of your usage:-			
Accommodation	Session		
<b>GROUND FLOOR</b> <input type="checkbox"/>	<b>MORNING</b>	08:00 - 13:00	<input type="checkbox"/> beginning at -
<b>FIRST FLOOR</b> <input type="checkbox"/>	<b>AFTERNOON</b>	13:00 - 18:00	<input type="checkbox"/> beginning at -
	<b>EVENING</b>	18:00 - 23:00	<input type="checkbox"/> beginning at -

<b>NAME OF ORGANISATION</b>	
-----------------------------	--

<b>NAME OF PERSON MAKING THE BOOKING</b>	<b>Name</b>	
	<b>Position</b>	
	<b>Address</b>	
	<b>Postcode</b>	
	<b>Phone - Day</b>	<b>Evening</b>
<b>N.B. A daytime phone number MUST be provided.</b>		

<b>ALTERNATIVE CONTACT</b> (This Information <b>MUST</b> be provided)	<b>Name</b>	
	<b>Phone - Day</b>	<b>Evening</b>

<b>PROPOSED USE</b> e.g. Coffee Morning, Club Meeting	
--	--

<b>REQUIREMENTS</b> (e.g. top table for 4 with seats for audience; empty floor space) <b>N.B.</b> Layout on first floor cannot be changed.	
--	--

Date ..... Signed .....

**THIS FORM IS TO BE RETURNED TO :-**

**THE CLERK,  
BRAMPTON PARISH COUNCIL,  
UNIT 2,  
THE OLD BREWERY,  
CRAW HALL,  
BRAMPTON,  
CA8 1TR**

**WITH THE APPROPRIATE REMITTANCE**

**NB: NO BOOKING WILL BE MADE PRIOR TO RECEIPT OF A BOOKING FORM**

**SEE “NOTES FOR HIRERS” FOR CONDITIONS OF LET, CHARGES,  
PROCEDURES, ETC.**