

**SNETTISHAM MEMORIAL VILLAGE HALL BOOKING FORM**

**CONTACT DETAILS**

1. Name of hirer: \_\_\_\_\_
2. Name of organisation: \_\_\_\_\_
3. Address of hire – organisation representative:  
\_\_\_\_\_  
\_\_\_\_\_
4. Telephone / Mobile Number: \_\_\_\_\_
5. Email Address: \_\_\_\_\_

**EVENT DETAILS**

6. Date of event: \_\_\_\_\_
7. Time of event from: \_\_\_\_\_ AM/PM      To: \_\_\_\_\_ AM/PM
8. Nature of event: \_\_\_\_\_

**HIRE OF HALL**

9. Confirmation that the hirer has booked the following facilities;
- Hall: Y/N
- Bar area room only: Y/N
- Do you require a bar: Y/N      Bar times: From: ..... To: .....
- Top room:
- Kitchen: Y/N                      Cooker: Y/N

**FEES**

10. Deposit of: £\_\_\_\_\_ Received Y/N      Cheque Number: \_\_\_\_\_
11. Balance of: £\_\_\_\_\_ Received Y/N      To be paid two weeks prior to the event.
12. Cheques made payable to: Snettisham Memorial village hall, and sent with a signed copy of this booking form to Mrs Linda Standeven, 94 Station Road, Snettisham, Kings Lynn, Norfolk PE31 7QS

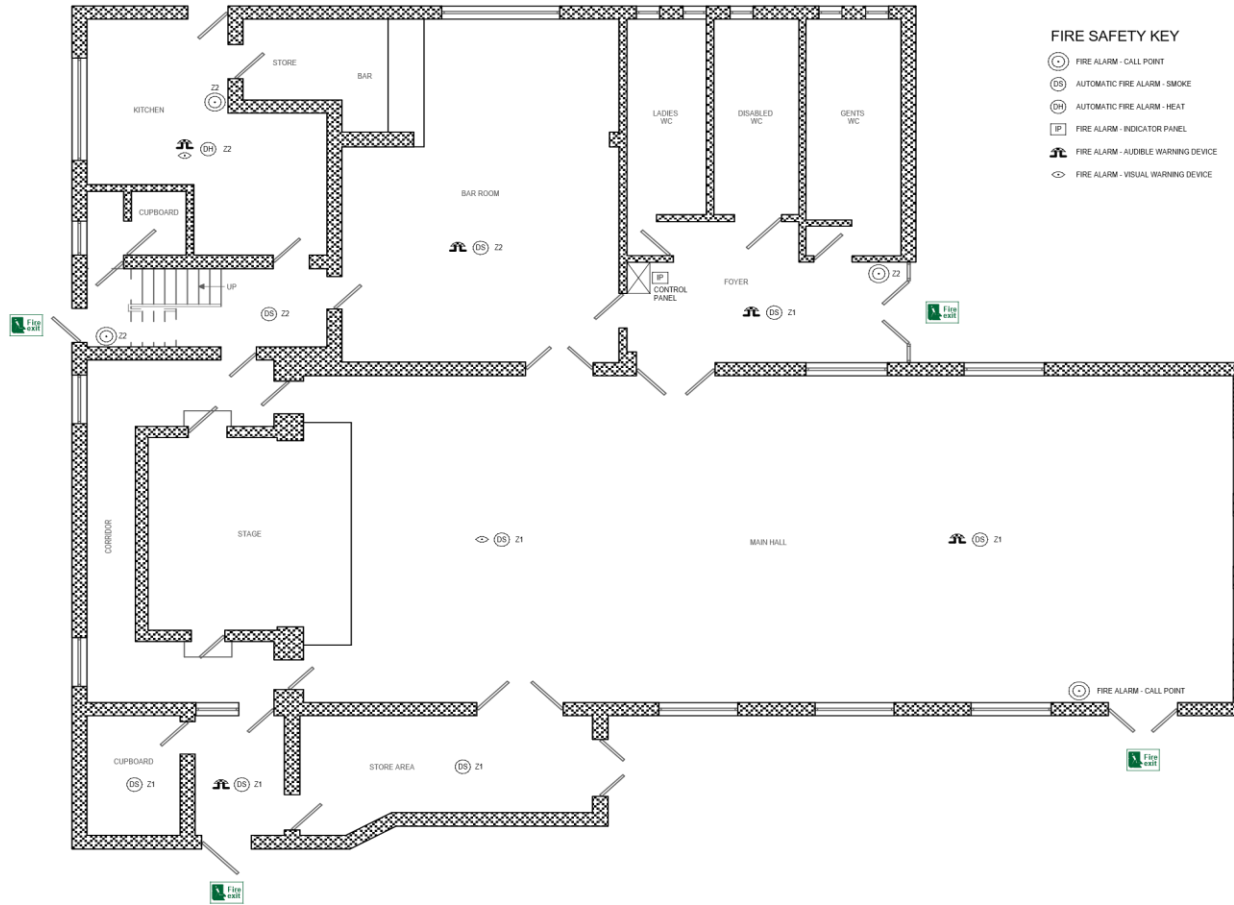
**INSURANCE CERTIFICATE**

12. For commercial hire – insurance certificate must be produced.

**TERMS AND CONDITIONS**

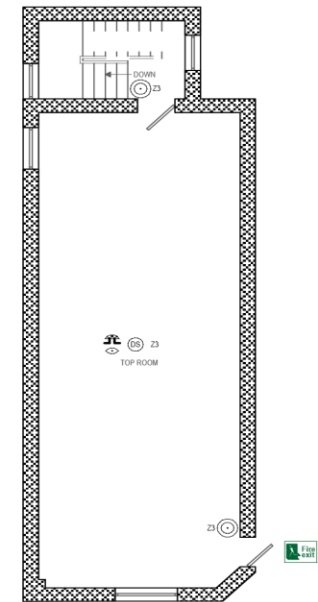
13. I \_\_\_\_\_ the hirer agree to abide by the terms and conditions of the MHT and will be responsible, in seeing that anyone present will also abide by them.

**Signature:** \_\_\_\_\_



GROUND FLOOR PLAN (1:50)

SNETTISHAM MEMORIAL HALL SOCIAL CENTRE



FIRST FLOOR PLAN (1:50)

Seating Plans & Maximum Permitted Numbers

**Seating Plan A**  
 Dancing utilising tables - 160  
 Disco not requiring tables - 180

**Seating Plan B**  
 Receptions - 188  
 Dinners - 188  
 Parties - 188

**Seating Plan C**  
 Lectures - 190  
 Film Shows - 190  
 Meetings - 190

