

The Institute Booking Form v

Name/Group: _____.

Description of Event: _____.

Booking Day/s: _____.

Booking Time: _____ until _____.

Room: Upper/Lower/Both

Charge per hour:£ _____ Session total £ _____.

Number of weeks to be paid in advance? _____.

Payment enclosed: *cash/cheque/BACS £ _____.

Cheques made payable to Laxey Working Men's Institute

Use of kitchen:*Yes/No.

Hire of Cutlery *Yes/No.

Hire of Crockery*Yes/No.

Hire of Glasses*Yes/No.

Contact: _____.

Mobile: _____ .Phone _____.

Email: _____.

Address: _____.

Terms & Conditions received & agreed

I agree & confirm that I have read the terms & conditions of hire, and I am duly authorised to act as or on behalf of the above organisation/event coordinator and confirm that I/we will abide by the stated conditions and accept any liability for any damage or loss of items belonging to The Institute.

Signed _____ Date _____.

Key received:

Signed _____ Date _____.

Print Name _____.

Key Number _____ Issued date: _____ Issued by _____.