|  |  |
| --- | --- |
| Title |  |
| First Name |  |
| Surname |  |
| Address |  |
|  |  |
|  |  |
| Post Code |  |
| Tel No |  |
| Email |  |
| Day of the Week Required |  |
| Date Required |  |
| Reason for Booking |  |
| Room/s Required (please tick) | *Main Hall* |  |
| *Hewison Lounge* |  |
| *Upstairs Lounge* |  |
| Time Required: *From* |  |
|  *Until* |  |
| Number of People Attending |  |

Will alcohol be sold at the event? (please tick) Yes\* No

\*If Yes, you will need to apply to Herefordshire Council for a Temporary Events Notice to Sell Alcohol.

Charges are reviewed annually and may be increased at any time without notice.

*Please return this completed form to:*

Mrs Nicki Powders

Email: wvh.bookings.hr1@gmail.com

Telephone: 07840 777046 *(call during office hours only, please)*