



TVHCC Client booking form.

To be completed by client and submitted when booking has been agreed and deposit invoiced.

- 1. Full name:
- 2. Address:
- 3. Mobile number:
- 4. Email address:
- 5. Type of event:
- 6. Number of guests expected:
- 7. Dates booked:
- 8. Day, date & start time of main event:
- 9. Day, date & end time of main event:
- 10. Additional needs, please tick: logs for fire, use of kitchen, use of large catering fridge, chest freezer, use of outside space-specify.
- 11. Will any dogs be at the event and if so how many?
- 12. Number of private vehicles expected to your event:

The village has the capacity for very few extra vehicles and very limited parking. Please let us know if you expect a large number of private vehicles attending your event.

- 13. Confirmed price of booking:

Extra information required for all catered events and weddings

- 14. Lead planning person contact name & number:
- 15. Caterers contact name & number:
- 16. Alcohol licence applied for if selling alcohol/bar service at event:
- 17. Expected day and time of arrival of catering company:
- 18. Contacts for other companies expected e.g florist, musicians etc:
- 19. Transport arrangements e.g bus hire, deliveries:
- 20. Arrangements for hall clear up e.g family, catering firm, external agency:

I have read the Booking Terms & Conditions on the website. Please tick

Name:

Date:

Signature:

This information will not be shared with third parties and will be destroyed after your event has taken place assuming all payments have been made.

TVHCC 22nd January 2024