



### **TVHC 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 e.g. logs for fire, use of kitchen, use of outside space
11. Confirmed price of booking:

#### **Extra information required for weddings only**

12. Lead planning person contact name & number:
13. Caterers contact name & number:
14. Expected day and time of arrival of catering company:
15. Contacts for other companies expected e.g florist, musicians etc:
16. Transport arrangements e.g bus hire, deliveries:
17. Arrangements for hall clear up e.g family, catering firm, external agency:

**I have read the Booking Terms & Conditions on the website.**

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.