



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. Confirmed price of booking:

Extra information required for all catered events and weddings

13. Lead planning person contact name & number:
14. Caterers contact name & number:
15. Alcohol licence applied for if selling alcohol/bar service at event:
16. Expected day and time of arrival of catering company:
17. Contacts for other companies expected e.g florist, musicians etc:
18. Transport arrangements e.g bus hire, deliveries:
19. 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 6th September 2023