**MOOR POOL HALL BOOKING FORM**

**Name of event organiser:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Name of organisation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**E-Mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Contact telephone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Date: \_\_\_\_\_\_\_\_\_\_(day)\_\_\_\_\_\_\_\_\_\_\_ (month)\_\_\_\_\_\_\_\_\_(year)**

**Start Time (include setting up time): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ am/ pm**

**Finish time (include clear up time): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_am/pm**

**Purpose of event/ hire (e.g. child party, baby shower, event):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Expected number guests/ attendees: \_\_\_\_\_\_\_(adults) \_\_\_\_\_\_(children)**

**Third party hire (e.g. bouncy castle, soft play, catering):**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Please tick which facilities you require:**

* **Upper / Main Hall**
* **Upper / Main Hall and kitchen**
* **Lower Hall and Lower Hall kitchen**
* **Lower Hall and Skittle Alley**
* **Stage (Extra charge applicable)**
* **Advertising (Extra charge applicable)**

**Have you hired Moor Pool Hall before? \_\_\_\_\_\_\_\_\_\_\_\_\_**

**Where did you hear about Moor Pool Hall? (e.g. website, word of mouth,)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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NO BOOKING IS CONFIRMED UNTIL PAYMENT RECEIVED. *Please complete and return this form together with our Terms & conditions to: The Hall Manager, Moor Pool Hall, 37 The Circle, Birmingham B17 9DY or email to* [*Manager@moorpoolhall.com*](mailto:Manager@moorpoolhall.com)

**Privacy Notice:** the information on this form will be used in accordance with the MPHT Data Protection Policy (available from the Hall Manager at [www.moorpoolheritagetrust.org.uk](http://www.moorpoolheritagetrust.org.uk) and will not be used for any other purposes other than your booking. Details will be kept securely for no longer than 5 years and will not be shared with any other Third Parties.

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

If you would also like to receive additional further information and be added to our mailing list to receive updates about our events/newsletter via email/ mailchimp please opt in. We will not pass on information to any third parties. OPT IN

Moor Pool Heritage Trust Registered Charity number: 1148252