



**Old Marston Village Hall Management Committee**  
**Mortimer Hall, Oxford Road, Old Marston, Oxford OX3 0PH**  
**Registered Charity No. 304331**

**Mortimer Hall booking request form**

Name			
Address			
Postcode			
Mobile/landline			
email			
Date required			
Time required			
Purpose of hire			
Maximum No's attending	(To include all children and adults attending)		
Alcohol being	Supplied Yes / No	For sale Yes / No	(delete where appropriate)
Food being	Supplied Yes / No	For sale Yes / No	(delete where appropriate)

If you have any special requirements please list them below and we will endeavour to accommodate them.

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The Hire fee includes the use of all available facilities at Mortimer Hall including tables/chairs and kitchen. A deposit is required on all bookings and will be refunded to you so long as you adhere to all the terms and conditions of hire and leave the hall as you find it. If you have any further questions please list them below.

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Thank you for your enquiry it will be dealt with on a first come first served basis as soon as possible. Regards Chris