

BISHOPSTONE VILLAGE HALL

(Registered Charity no: 246932)

BOOKING FORM – Regular event Copy to be returned to Lettings Secretary

1. **Name of Hirer/Authorized Representative**

2. **Name of Organisation**

3. **Address**

4. **Telephone Number** (day)..... (evening)

5. **E-mail address**

6. **Purpose of Hire**

The person named above is the Hirer for purposes of compliance with the conditions of hire.

Will alcohol be provided? YES / NO Will alcohol be for sale? YES / NO

7. **Facilities required** (please tick)

Large Hall		Memorial Room	
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8. **Period of Hiring** (this should include setting up and cleaning time)

Date of first session Date of final session

	No. of sessions	From (am/pm)	To (am/pm)	Total no of hours	Rate per hour £	Cost ££
Session detail						

9. (a) **Cost of hiring as per 8 above** £ _____

(b) **Security Deposit** (separate cheque or cash) £ _____

Total Sum required with this form (b) £ _____

Please email the completed booking form to : bishopstonehall@me.com

The security cheque will be returned not more than 14 days after the final session if the Hall has regularly been left in accordance with the Standard Conditions of Hire as attached to this form.

I agree to the above and the Conditions of Hire

Signed (hirer) **Date**