

All persons hiring the hall **must** complete this booking form. A deposit of £50 will be charged and will be refunded after the event, subject to compliance with the Terms and Conditions of Hire. An invoice will be issued and the booking fee and deposit must be paid prior to the event taking place. Please note that no refunds will be made if the booking is cancelled without reasonable notice.

DATE (s) the hall is required _____
(If block booking, state days of the week as well as start/finish dates)

SESSION TIMES: From: _____ To: _____

Approximate number of people attending: _____

Purpose of Hire: _____

Name of person/group making booking and invoice address
(NB: No bookings will be accepted from persons less than 18 years of age)

 _____ Post Code _____

Home Tel. No. _____ Mobile No. _____

E-Mail Address _____

Is bar licence required? YES/NO
(If YES see Terms and Conditions of Hire)

Do you require use of the kitchen? YES/NO

Do you require crockery and cutlery? YES/NO

Do you require glasses? YES/NO

Do you require use of the sound system & projector? YES/NO

Will your function have music? YES/NO

If YES, will it be provided by LIVE BAND/DISCO
(Please see restrictions regarding music detailed in Terms and Conditions of Hire)

I/We apply for this hire in accordance with the details given above and agree to abide by the **Terms and Conditions** and the relevant documents provided with this form.
 I/We agree to pay the sum agreed prior to commencement of the hiring, or to pay the appropriate standard/special rate as fixed by the Village Hall Management Committee.
 I/We understand that a deposit of £50 is required, which will be refunded after the event, subject to compliance with the Terms and Conditions of Hire.

Signed _____ Print Name _____ Date _____

Prior viewing of the hall facilities by arrangement with any of the following Key Holders
 Mrs Mary Perry 01264 737630, Mrs Carol Ward 01264 737698,
 Mr Michael Knight 01264 737216, Mrs Sue Winch 01264 737723

Cheques made payable to **Vernham Dean Village Hall** to be sent to: Treasurer/Booking Clerk:
 Sue Winch, 4 The Dell, Vernham Dean, Andover, SP11 0LF Tel: 01264 737723, e-mail address: swillagehall@gmail.com