

July 2017

SHALFORD VILLAGE HALL HIRING ACCEPTANCE FORM

Name of Hirer

Address

.....

Telephone No.

Email address

I wish to book the Hall(s) as detailed below. I confirm that I am over 21 years old and that I have read and agree to the Terms and Conditions of Hire as available on the Village Hall website.

Payment is required at least three months prior to the hire date, or immediately, if the hire date is less than three months away. The booking will not be confirmed until payment is received.

Payment can be made by bank transfer or by cheque. An additional payment of £100 is required (higher in certain circumstances) against possible breakage, damage, cleaning and other losses. This deposit is usually paid by cheque and the cheque held on file until after the event, when it is destroyed.

I wish to book the Hall(s) on (date)

For the purpose of

Main Hall from..... to..... £.....

Small Hall fromto.....£.....

Upper Hall from.....to£.....

Cutlery is available for hire at a fixed charge of £15. Please indicate the number of sets (knife/fork/spoon) required. No. £.....

TOTAL HIRE CHARGE £.....

Please indicate whether payment will be by bank transfer or by cheque. The Village Hall bank details are: Sort Code 40-52-40 Account number: 00022232. Cheques should accompany this form.

DEPOSIT AGAINST DAMAGE, LOSS, CLEANING, BREAKAGE (separate cheque) £.....

SIGNATURE OF HIRER DATE

This form should be returned by post within 14 days with your remittance to : The Lettings Secretary, Mrs Jane Adams, 11 Tilehouse Road, Guildford, Surrey GU4 8AP

Email shalfordvillagehall@hotmail.co.uk