

PETT VILLAGE HALL

BOOKINGS – SINGLE EVENT

Hirer Name:

Purpose of hire:

Organisation (if applicable):

Address:

Day of hire:

Time of hire (from/to):

Postcode:

Do you require the following? (Put 'YES' in relevant box):

Email:

Main Hall

Catharine Hollman Room

Telephone/Mobile:

The Kitchen

Post event cleaning (£100)

The total hire charge is payable 14 days before the event. Where the hirer has requested that the Hall is cleaned after the event by the Village Hall Management Committee there will be an additional £100 charge.

Bank details for paying THE HIRE CHARGE by BACS: Sort Code: 09-01- 55 Account No: 27806188. Please use your surname as your BACS reference. Please make cheques payable to Pett Village Hall. Deposits can be returned by BACS or cheque but not cash.

The arrangement for accessing the Hall keys will be advised to the Hirer by the Booking Manager once in receipt of the hire charge.

Acc No:

Sort Code:

Account Name:

Agreement:

I/We* have read, understood and agree to abide by the Terms and Conditions of hire.

I/We* enclose deposit/ have paid by BACS*

I/We* agree to remove all rubbish at the end of the hire as per the T&Cs of this agreement.

*(delete as appropriate)

Hirers signature:

Date:

To be completed by Booking Manager

Hire charge (£):

Date:

Post event cleaning charge if applicable:

Signed on behalf of Pett Village Hall Management Committee: