



# Walberton Village Hall Childrens Party Booking Form

Please complete and return with full payment or a 20% deposit (cheques are payable to Walberton Village Hall or by BACS to account number: 00962016 Sort Code: 30-95-09) to Walberton Village Hall, The Street, Walberton, BN18 0PJ. (*balances are payable at least 14 days in advance of 'Party Day'*). Arrangements will be made for access to the hall on the day. **Bookings cannot be held if this form is not returned within 10 days**

Name of Hirer \_\_\_\_\_

Address \_\_\_\_\_

Phone No. \_\_\_\_\_

Email \_\_\_\_\_

Date of Hire \_\_\_\_\_ Main Hall / Small Hall

**Requirements** (Please state approximate number)

Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Cups/Saucers \_\_\_\_\_ Dinner Plates \_\_\_\_\_ Small Plates \_\_\_\_\_

Will you use the Stage? Yes / No

**For performance use only.** (Under Health & Safety rules children are not permitted to play on the stage)

Will you be using a bouncy castle/inflatable play area in the Hall? Yes / No

**Specific terms & conditions apply – please refer to the separate documentation**

Any other equipment to be brought into the hall e.g. Disco equipment, etc.

All electrical equipment must comply with safety regulations \_\_\_\_\_

***I have read and agree to the Hall Terms & Conditions of hire – including the specific terms for inflatables in the Hall (if applicable)***

Signed \_\_\_\_\_

Date \_\_\_\_\_

## Notes

**Parking:** Hirers of the hall please note that cars can only wait immediately in front of the hall entrance for loading and unloading and must then be moved into the Car Park; the front of the hall must be kept clear for disabled and emergency vehicles.

**Risk:** the following are not permitted inside the Hall for Insurance or Health & Safety reasons: bouncy castles, *except by special arrangement*), inflatables, indoor or outdoor fireworks.

The full duration of your booking is **4 hours**. You must include in this the time needed for setting up and cleaning, etc. Extra hours (if available) may be requested under exceptional circumstances and will be charged accordingly.

**CONTACT: Manager, Walberton Village Hall: 01243 554448, email: [manager@walbertonvillagehall.org](mailto:manager@walbertonvillagehall.org)**