

Walberton Village Hall Regular Booking Request

Please complete and return this form with full name and address of the person/s in your organisation

- A. Responsible for advising specific dates and times of bookings required
- B. Responsible for settling invoices as presented in accord with stipulated conditions and timescale.

Name of HIRING ORGANISATION _____

Responsible A: Name _____ Address _____

Phone No: _____ Email: _____

Responsible B (if different from A): _____ Address _____

Phone No: _____ Email: _____

Purpose/s of Hire _____

REQUESTED START DATE: _____

Regularity of Hire Required (*daily/weekly/monthly, etc*) _____

Days/Times Required Main Hall

Days _____ From _____ To _____ *

Days _____ From _____ To _____ *

Days/Times Required Small Hall

Days _____ From _____ To _____ *

Days _____ From _____ To _____ *

Approx Numbers attending per session _____ (adults/children)

Will you use the Stage? YES / NO Do you wish to use the Sound Equipment YES / NO

Will alcohol be sold on the premises? YES / NO

If it is to be sold it is the responsibility of the hirer to obtain a Licence from the Local Authority

Will any other equipment be brought into the Hall (*e.g. Disco equipment*)? _____

NOTES

***These times must be the full duration of your hire. You must include the time needed for setting up and cleaning, etc. Note that 'midnight' means 2359 and you must be ready to leave at that time and no later. Extra hours (if available) may be requested under exceptional circumstances and will be charged accordingly.**

You will be expected to leave the Hall/s and all facilities after each session clean, clear of any rubbish and in the same condition as at the start of the session. Any additional cleaning required may be subject to further charges.

Your signature below confirms your acceptance of our full Terms & Conditions, of which you have been advised.

Signed _____ Date _____

CONTACT: Manager, Walberton Village Hall, 01243 554448, email: manager@walbertonvillagehall.org