



## BOOKING FORM FOR OCCASIONAL HIRE OF HUNDON VILLAGE HALL

HIRER'S DETAILS - (Hirer must be over 18 years of age):				
NAME:				
ADDRESS:				
TELEPHONE NO.		EMAIL:		
DETAILS OF THE HIRE				
DATE PREMISES REQUIRED:		START TIME:	FINISH TIME:	
PURPOSE OF HIRING:				
NUMBERS EXPECTED: (N.B. Maximum capacity is 150)		OVER 18:	UNDER 18:	
FACILITIES REQUIRED: (please tick each one required)				
MAIN HALL -	ANNEXE -	STAGE -	KITCHEN -	BAR -
HOURLY HIRE CHARGE: £	NO. OF HOURS REQUIRED:		TOTAL HIRE CHARGE: £	
SPECIAL FEES: (e.g. for clearing up after the event) £			RETAINER (refundable): £	
			TOTAL PAYABLE: £	

### Cheques payable to "Hundon Village Hall & Playing Field Charity"

Bookings will not be guaranteed until this form, signed & dated by the hirer, the hiring fee and any retainer required, have been returned to and acknowledged by the booking clerk. A receipt will only be provided if specifically requested. Please take a copy of this form for your records.

The Hirer must sign below to confirm acceptance of the Terms and Conditions of hire which are displayed in the Hall and on the website at [www.hundon-village.co.uk](http://www.hundon-village.co.uk)

Hirer's Signature:

Date of signing:

Return this completed form, with payment, to the Booking Clerk:  
Graham Gosling, 1 Galley Road, Hundon, CO10 8SA  
Tel: 07720 206001 email: [hvhbookings@dambresi.com](mailto:hvhbookings@dambresi.com)

Arrangements for access: the Hirer should contact the Caretaker  
Paul Stigwood (07895 877346) to arrange access.