



## BOOKING FORM FOR OCCASIONAL HIRE OF HUNDON VILLAGE HALL

| <b>HIRER'S DETAILS</b> - (Hirer must be over 18 years of age):  |                        |  |   |
|---|------------------------|--|---|
| NAME:   |                        |  |   |
| ADDRESS:  |                        |  |   |
| TELEPHONE NO.   |                        | EMAIL:   |   |
| <b>DETAILS OF THE HIRE</b>  |                        |  |   |
| DATE<br>PREMISES<br>REQUIRED:   |                        | START TIME (Please include<br>any time needed to set up) | FINISH TIME - (Please include any<br>time needed to clear up)   |
| PURPOSE OF HIRE:  |                        |  |   |
| NUMBERS EXPECTED:<br>(N.B. Maximum capacity is 150)   | OVER 18:               | UNDER 18:  |   |
| <b>FACILITIES REQUIRED: (please tick each one required)</b>   |                        |  |   |
| MAIN HALL &<br>ANNEXE   | STAGE                  | KITCHEN  | BAR (Please indicate opening & closing times required. Bar will close approximately 30 minutes before the end of hire.) |
| HOURLY HIRE CHARGE: £   | NO. OF HOURS REQUIRED: |  | TOTAL HIRE CHARGE: £  |
| IN ADDITION TO THE HIRE CHARGE, A RETAINER AGAINST ANY DAMAGES OR BREACHES OF THE CONDITIONS OF HIRE, IS REQUIRED FOR EACH BOOKING. THIS WILL BE HELD BY THE TREASURER & RETURNED UPON SATISFACTORY COMPLETION OF THE HIRE. |                        |  | 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 retainer, 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, Sudbury, CO10 8SA  
Tel: 07720 206001 email: [hundonvillagehall@gmail.com](mailto:hundonvillagehall@gmail.com)

Arrangements for access: the Hirer should contact the Caretaker  
David Scott (01787 277670) to arrange access.