

Booking & Payment Form 2018

Date of Hire			
Time Hall required	from		to
Name of Hirer			
Group or Organisation Name (if applicable)			
Address of Hirer			
Contact Numbers	Home		
	Mobile		
e-mail Address			
Description of Event			
Approximate Number of attendees (note max. seated at tables is 80 or 100 theatre-style)			
Licensed Bar required		Yes / No	
No beverages to be brought in from outside if the bar is hired or bought in for resale.		Sound system/projector required	
		Yes / No	
As per Hall Instructions, please ensure that you do not allow any hall users to use the play equipment in the storage cupboard as this belongs to toddlers and is not covered by our insurance.			
Agreed Hire Charge for Event £50 holding deposit applicable for a single booking of more than 1 hour this is refundable after inspection of the hall following your booking, provided there are no cleaning/damage/breakage issues.		£	<i>Full hire charge should be made at least 7 days in advance of event for single dates. Cheques should be made payable to 'Offenham Village Hall'. For payment by BACs Lloyds Bank Evesham A/c name Offenham Village Hall S/C 30-93-11 A/C 02173861 quoting date of hire and surname.</i>
		payment method	
Post Event Cleaning is available at an extra charge. If this is required please contact the Bookings Secretary. If not required it is the responsibility of the hirer to ensure the hall is completely cleaned and tidied after use.			

Please read the *Offenham Village Hall Instructions & Conditions* and sign that you agree to adhere to these while using the hall.

Name:..... Date:.....
I/We agree to the conditions of hire.

Signed:..... On behalf of:.....
If signing on behalf of an organisation, please ensure that all users are aware of this information.

Please return form & £50 holding deposit to **Booking Secretary: Mrs Lesley Hope Abbots Croft, Church Street, Offenham, Worcs. WR11 8RW**

For all booking enquiries or to view the Hall please email thehall@offenhamvillage.co.uk