

KING'S STANLEY VILLAGE HALL

Registered Charity No. 267480

Suzy Field
Bookings Officer

Tel: 07414 742 280
Email: ksvhbookings@gmail.com

Dear Sir or Madam

Thank you for booking King's Stanley Village Hall for your function. Please find below booking information. Your invoice has been sent directly from our booking system. Please can you pay 50% of the hire fee within 2 weeks of receiving your booking invoice.

The remaining 50% of the booking fee is payable 4 weeks before your function. If your event is a Wedding or Birthday party for 15-21 year olds, a £200 damage deposit will be added to your invoice. This will be returned after your event subject to there being no damage to the village hall.

If you are having your own wine, an upfront corkage fee of £200 will be added to your invoice. This payment will be banked, corkage fees deducted at the time of your function and any remainder paid back to you after your booking. ***Your function will not be able to go ahead if we do not receive your corkage payment in advance.***

If you have paid for clean-up (£40) then you may leave the hall with tables out etc and the cleaners will clean and tidy the hall. Whether you have paid for clean up or not, please take all personal belongings away with you on the night.

The front door is operated by a push-button system. 30-60 minutes before the start of your hire, you will be sent a text message with the entry code. When you leave at the end of the function, **please ensure the front door is closed and locked firmly.** This is for the protection of our cleaning staff, as well as to ensure the security of the hall.

May I take this opportunity to wish you a wonderful function and if I can be of any assistance, please do not hesitate to contact me.

Yours faithfully

Suzy Field
Bookings Officer

If you would like to pay by bill payment via internet banking our details are:

Account Name:	King's Stanley V H
Account Number:	67241349
Sort Code:	08-92-99
Ref:	Please use our ref no. beginning with PC----