

NOWTON VILLAGE HALL

Booking form

All bookings must be made with the Bookings Secretary and this Booking Form completed.

Bookings may be made up to a year in advance.

The hire starts from the time the Hall is opened until the hire-period ends and the Hall is locked up.

Set-up and clearing-up times are charged for at the same rate as the Hire charge.

Key holders may not use the Hall without confirmation from the Booking Secretary.

Hire charges must be paid in advance, before collection of the keys.

Any event at the Hall must end by 21.00 Monday to Saturday and 18.00 on Sundays.

The maximum capacity for the Village Hall is 100 persons. Seating capacity is 70.

The hall is a non-smoking area.

The hire of the hall is subject to the Terms & Conditions, as set out in the attached paperwork.

Date of Hire :

Purpose of Hire:

Hirer's Name:

Address:

.....

Post code:

Tel No:

Mobile:.....

Email:

Period of Hire :

(One hour is minimum unit of hire, and setting-up/clearing-up time must be included)

fromam/pm untilam/pm

Charge :

£ 8.50 per hour required:

£.....

£8 per hour for regular users.

£.....

£15 per hour for weekend bookings.

£.....

Acceptance:

I have read and accept the Terms and Conditions of Hire of Nowton Village Hall,:

Signature of Hirer : Date :