

Westoning Village Hall

Booking Form – Regular Users

*Please return to: The Warden, 34 Church Road, Westoning, Bedford, MK45 5JL.
Tel: 07483378440*

| | | | |
|--|------------|----------------|---------------|
| Purpose of Hire: | | Start date: | |
| Day: | Frequency: | Access from: | Access until: |
| Advertised activity time (if different from hire time) | | From: | To: |
| Name of Organisation (for invoicing): | | | |
| Contact Name: | | Position held: | |
| Contact Address: | | | |
| Post Code: | | | |
| Email address: | | Telephone No: | |
| Email address for invoicing: | | | |
| Alternative contacts: | | | |
| Name. | Email: | Phone: | |

Notes:

- Hire time must include time for setting up and clearing away. Please do not arrive early or overstay your allotted time.
- Invoices will generally be sent in advance and should be paid within 14 days of receipt.
- If paying online please send a confirmation email to: enquiries.wvh@gmail.com
- Our bank details are: Barclays Bank, Name of account, Westoning Village Hall, Acc. No. 40259519, Sort Code 20-05-74. Please quote the **invoice number** as reference.
- Cheques should be made payable to Westoning Village Hall.
- Please remember to inform the Warden well in advance of any change to normal usage.

I have read, and agree to abide by, the Conditions of Hire (available on our website)

I confirm that I/we have Public Liability Insurance

I confirm that I/we have a PRS/PPL Music Licence if applicable

Signed Date