BOOKING FORM

You may download, complete and email this form or print, complete and post it.

For children's parties and small events, we will ask you to pay the total hire fee at the time of making the booking. £20 of this will be non-refundable if you cancel. In the case of larger events, a £20 non-refundable booking deposit will be required or you may pay in full if you prefer. Receipts will be emailed where possible. A refundable damage deposit of up to £250 may also be charged at the time of booking. Please discuss this with the Bookings Secretary when making the initial enquiry. Regular weekly/monthly bookings are invoiced bimonthly. **Bookings are only accepted subject to your agreement with the terms of our Hire Conditions and Cancellation Policy.**

Is this a regular booking? State Weekly/ Monthly		Single booking?	Yes / No

Name of Hirer		Organisation:	
Address			
Email:		Phone No:	

Name of person present at the event	
Address	
Email:	Phone No:

Name of person present at the event	
Address	
Email:	Phone No:

Brief description of the event, e.g., Party, meeting, wedding etc.

Date(s) of Hire: *Regular hirers see end of form. List here start and end dates **		Start time* _____ End time *	
	*Please note that your invoice price will be based on these times. **Please don't include set/tidy up times here. See the section below**		

Free **START** time required for set up (max ½ hr)	Date:	
	Start Time:	
	End Time:	
Free **END** time required for clearing the hall (max ½ hr)	Date:	
	End Time:	

Additional time required for setting up or clearing hall (50% of hourly rate)	Dates:	
	Start Times:	
	End Time:	

Rooms to be booked:	(please put X below for what is required)	**Facilities to be booked:**	(please put X below for what is required)
Whole building		Use of dishwasher	
Main hall only		Use of cooker	
Main hall and kitchen		Use of fridge/freezer(kitchen)	
Meeting room		Use of Projection Screen	
		Use of Lectern	
		Use of fridge/freezer (bar)	
Do you intend bringing large equipment to the hall, i.e. bouncy castle etc			
Yes		No	
Contact the Booking Secretary for other requirements			

I confirm I have read the Conditions of Hire and Cancellation Policy for Denstone Village Hall and agree to comply with them.

Signature of Hirer _____ Date _____

Please return to: Mrs L Shooter (Booking Secretary) via email: denstonevillagehall21@gmail.com or post a printed form to Ashfield, 5a The Weavers, Denstone, Uttoxeter, ST14 5DP with the relevant payment, see below.

Payment method

Please pay a £20 non-refundable deposit to secure your booking and, if it has been requested, a separate refundable deposit of up to £250 (you may prefer to send a cheque for this). Please see the invoice for the terms of payment.

BACS PAYMENTS - to Denstone Village Hall, sort code 20 81 00, account number 70028665 **using your surname and booking date, or invoice number, if you have one, as a reference**.

CHEQUE PAYMENTS - post cheque(s) made payable to Denstone Village Hall to the Bookings Secretary, at the above address together with the completed form you have printed out.

Any questions, please call Lynn on 07980051282 or email: denstonevillagehall21@gmail.com

Website: https:denstonevillagehall.weebly.com

REFUNDABLE DEPOSITS – If you are charged a **refundable deposit** it will be repaid to you on completion of the REFUND CLAIM FORM which you will find in the online Booking Pack. Please ensure you complete it to receive your refund, it will not automatically be refunded.

LONG TERM REGULAR USERS MAY USE JUST ONE BOOKING FORM TO COVER THE WHOLE YEAR – LIST START AND END DATES ON FIRST PAGE ** THEN LIST HERE DATES THE HALL WILL NOT BE REQUIRED: