



Registered Charity No. 522652

Please reply to: Mrs L Shooter

Ashfield

5a The Weavers

Denstone

UTTOXETER

Staffordshire

ST14 5DP

Tel: 01889 591246

Email: denstonevillagehall21@gmail.com

TODAY'S DATE:	REFUND CLAIM FORM
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	Complete the details below
Name:	
Invoice No:	
Event Date:	
*Amount Claimed:	
Exact name on bank account:	
Bank Sort Code:	
Bank Account Number:	

Thank you for booking Denstone Village Hall. We hope your event was a success.

In compliance with our booking policy, you must complete and submit this form to receive your refundable deposit.

Refundable deposits are paid in full if, after your event, there were no breakages and the hall was left in a clean condition ready for use by a subsequent hirer.

Please complete the form to claim your ***refundable deposit**. You will find the amount you were charged on your invoice under the item 'refundable deposit'.

Please note -This is not the £20 deposit you paid to secure your booking which is **nonrefundable**.

On receipt of this form, we aim to refund within the next 3-5 working days.