

Martinstown Village Hall

BOOKING FORM

All bookings must be made with the Bookings Secretary and this form completed. The keys to the hall must be collected from and returned to the Bookings Secretary. Where applicable, a deposit will be taken when the booking is made: this will be returned to the hirer subject to the conditions of hire being met (see website) . Payment for hire will be made by arrangement with the Bookings Secretary. Please discuss specific hiring arrangements when making a booking, and refer to the conditions of hire. **If a portable electrical appliance is to be brought into the hall, please ask for the Earth Leakage Trip.**

The Hall is a no smoking area.

Hirer's Name	
Organisation (if applicable)	
Address	
Telephone number(s)	
Email	

Purpose of Hire (tick)	Private event:		Public event:	
Frequency of Hire (tick)	Single	Weekly	Monthly	Other
Brief description of Hire (please indicate if alcohol is to be served)				
Day & Date (where weekly or monthly give date first required: where single/other please specify)				
Time(s) required (min. half an hour: please include setting up/clearing away time)	From:		To:	

I confirm that I have read and understood the Conditions of Hire and have discussed arrangements with the Bookings Secretary/Village Hall representative.

Signature of Hirer	
Date	
Booking confirmed by	
Date	

This form, together with the Conditions of Hire can be found on the Village Hall page of the Martinstown Village Website: www.martinstown-news.co.uk