

WHITEHILL VILLAGE HALL

Suttonfield, Whitehill, Bordon, GU35 9BW

BOOKING FORM

Name:
Email:
Tel:
Address:
Organisation:
Reason for Booking:
Extra equipment eg Disco, Bouncy Castle:

Facilities	Date of booking	Time Booked	Total Hours	Rate	Charge
<i>example</i>	<i>Sat 7 May 2018</i>	<i>6.00 to 10.00</i>	<i>4</i>	<i>£21.00</i>	<i>(£84.00)</i>
Main Hall					
Activity/Meeting Room (Room 3)					
Café Room					
Shared Kitchen for Drinks/Snacks					no charge
Cheque attached, made out to Whitehill Village Hall Committee					Total
Please post to Mrs Beryl Parsons, 15 Woodside Crescent, Bordon, GU35 0EZ Booking will only be confirmed on receipt of payments.					
SEPARATE CHEQUE - Damage deposit of £100.00 must be paid with a party booking. It will be returned one week after the booking, to allow the Hall and its facilities to be properly checked for damage and cleanliness, especially the kitchen, ovens and hobs					£100.00

Latest finish time is 10.30 and the Hall must be vacated by 11.00 pm.

I have read and agree the Terms and Conditions of Hire of Whitehill Village Hall.

Signature of Hirer: Date:

(Signature of hirer is not required if the form is sent by email to beryl.p@bpc.org.uk, but the hall booking fee and damage deposit must be paid before the booking is confirmed)