

HADLOW VILLAGE HALL

Williams Field, Marshall Gardens, Hadlow, TN11 0HQ
For booking enquiries email: info@hadlowvillagehall.org
Or phone duty mobile 07399 938059

BOOKING FORM

NAME OF

HIRER/ORGANISATION:

ADDRESS

.....

..... POSTCODE

Tel nos:

(Home / mobile) /

Email address:

ROOM(S) REQUIRED

Date required:

Time from To

Purpose of hire

TOTAL HIRE FEE : Plus returnable damage deposit

(£100 without alcohol use on premises; £200 with alcohol)

At the time of booking, a proportion of the hire fee must be paid as follows: where the total hire fee is £100 or less THE FULL COST should be paid; where the total hire charge exceeds £100, a minimum of 50% of total hire fee should be paid.

If the hire fee is not paid in full at the time of booking, then the balance must be paid at the latest 14 days before event or the Management Committee will deem the booking is not required and monies already paid may not be refundable. Also, if notice of CANCELLATION is NOT received via the duty mobile 07399 938059 or email below within 14 days of hire date, monies already paid may not be refundable. NB: Monies paid will only be returned at the discretion of the Management Committee.

Payment should be made by BANK TRANSFER or cheque payable to HADLOW VILLAGE HALL.

Fast payment can be made via TFR/BACS/BGC/FPI : Lloyds Bank, Sort code 30-98-63; Account no: 00099260.

Refundable damage deposit: to be paid by bank transfer (or cheque enclosed with this booking form) at the time your booking is confirmed. This deposit is secured against theft, breakages, damage or additional cleaning or failure to vacate at agreed time. Written deposit cheques will be banked by the bookings secretary. Damage deposit payments will be refunded in full by bank transfer or cheque as per original payment 7 days after the event provided the Hall is left in a condition satisfactory to the Management Committee. Any breach of these conditions will result in forfeiture of all or part of the deposit.

Refundable damage deposit fees: £100 (without alcohol use on premises); £200 with alcohol.

A full copy of the Terms and Conditions of Hire is included with this booking form.

The Hirer should sign below that the Terms and Conditions have been read and agreed.

Signature of Hirer: Date :

Please return completed form by post or hand addressed to Hadlow Village Hall, c/o Parish Office, Old School Hall, Hadlow, TN11 0EH or by email to info@hadlowvillagehall.org