**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 by email info@hadlowvillagehall.org 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 to Caroline Anderson, 1 Castle Terrace, High Street, Hadlow,***

***TN11 0BX*** ***or by email to*** ***info@hadlowvillagehall.org***