

# NORTHAW VILLAGE HALL

CHARITY No. 302436

This form is to be completed and sent to the Hon. Bookings Secretary with a deposit of 25% within one week of making the provisional booking. Failure to do so may result in the loss of the date booked. (Cancellation within eight weeks of the date booked will result in the loss of the deposit).

I APPLY TO HIRE:-

**THE HALL**

**COMMITTEE ROOM (1)**

**COMMITTEE ROOM (2)**

**STAGE LIGHTING**

**CROCKERY AND CUTLERY**

Damage Deposit £ ..... (Refundable)

Available to hire @ £ ..... per function  
Please add to total if required.

*(Delete as appropriate)*

on the following date(s) and time(s):

.....  
.....

for the purpose of:

.....

I agree to abide by the conditions overleaf and in particular to defray the cost of making good any damage to the premises, furniture, fittings and equipment that may be caused during the period of this hiring.

Please indicate the anticipated number of persons attending.

.....

Name and address of Hirer:

.....  
.....  
.....

Tel No.

Signed: ..... Date: .....

If signing on behalf of an organisation, state the name and the organisation

.....

**FULL PAYMENT (WHICH IS NOT REFUNDABLE) IS DUE ONE MONTH IN ADVANCE OF THE DATE OF THE BOOKING.**

Cheques should be made payable to "Northaw Village Hall" and forwarded to the Booking Secretary.

## ACCEPTANCE

The Booking is accepted conditional upon the charge of £ .....

Signed: ..... Hon. Bookings Secretary