

Church Lench Village Hall Booking Form

Date(s) of Hire:

Time(s) Hall Required

Date: Time:

Date: Time:

Date: Time:

Sound System Required?

Yes No

Name of Hirer:

Must be at least 21 years-old

Address of Hirer:

Contact Phone Numbers:

Home (or Work if Organisation):

Mobile:

Event Description:

If the event is a birthday party, please give the age of the birthday being celebrated.

Number of Guests:

Please note maximum. In Main Hall: at tables 100, theatre-style 100, standing 120. In Meeting Room: at tables 20, theatre-style 30

Agreed Hire Charge for Event:

Whole Hall Hire Charge £15 per hour

Maximum Full Day Charge £150

Party Package (4hr daytime) £45

Weekend package: 16.00 till 23.00 Friday, 8.00

till 23.30 on Saturday and Sunday £400

Sound system with loop induction £15 per day

A 50% non-refundable deposit to be paid at point of booking.

The remainder in cleared funds/cash at least 7 days prior to event. Hirers may be asked for an additional refundable security deposit.

Cheques made payable to 'Church Lench Village Hall

BACS: Sort Code 30-93-11

Account 00596099

Please affirm that you have read the Church Lench Village Hall Fire Safety Assessment, the Hirer Conditions, and Hall Hirer Instructions and agree to these whilst using the Hall. If signing on behalf of a group or organisation, please affirm that all users have been made aware of these conditions and agree to them as well

Name: _____ **Date:** _____

Signed: _____ **on behalf of:** _____

Bank Account Number: _____ **Sort Code:**

If you have any questions, please contact Church Lench Village Hall Booking Secretary at clvillagehallbookings@gmail.com.

