



Chedzoy Village Hall

Front Street, Chedzoy, TA7 8RE

Registered Charity No 263275

Established 1914

Booking Application & Contract of Hire

Please complete two copies of this form in ink, using block capitals, and return them with the appropriate fee, to: The Booking Secretary, Rodney Young. (Please call **01278 450 731** for address)

DATE OF APPLICATION _____

PERSON RESPONSIBLE FOR BOOKING
(The 'Hirer') _____

NAME OF ORGANISATION (if appropriate) _____

ADDRESS OF HIRER _____

_____ Postcode _____

TELEPHONE NUMBER(S) _____

TYPE OF FUNCTION _____

ESTIMATED NUMBER ATTENDING _____ Age Group _____

DATE(S) OF HIRE _____

THE FUNCTION STARTS AT _____ am/pm AND ENDS AT _____ am/pm

ACCESS IS REQUIRED - PRIOR TO FUNCTION ____ AFTER FUNCTION ____

Please note that other bookings may not permit prior access, but we will endeavour to ensure you have access whenever possible

DATE _____ DATE _____

TIME _____ am/pm TIME _____ am/pm

ADDITIONAL REQUIREMENTS CATERING ____ ALCOHOL SALE ____

PROJECTOR ____ MARQUEE ERECTION ____

IF ALCOHOL IS TO BE SOLD
then the Hirer must be responsible for arranging their own license.
Speak to the Booking Secretary for more information

I have read, understand and accept the booking conditions _____ (Signature)

Payment in full, or a non-returnable deposit of 50% of Hire Charge is required for this booking. Any balance to be paid at least one month before the date of the event, along with a Security Deposit of £100. The Security Deposit may be cash, or a cheque (payable to Chedzoy Village Hall) which will be held and returned/destroyed 7 days after the event if all conditions regarding the Hall use and removal of rubbish/food waste have been complied with.

UNTIL THIS FORM IS RETURNED TO THE HIRER, DULY SIGNED, THE BOOKING IS PROVISIONAL

Hire Charge	£
Deposit	£
Outstanding	£
Security Deposit	£100

I confirm that the booking for _____
has been accepted. _____

on behalf of
Chedzoy Village Hall