

Halwell & Moreleigh Village Hall

INITIAL ENQUIRY TO HIRE THE VILLAGE HALL

NAME.....

ADDRESS.....

POSTCODE.....TELEPHONE (*evenings*).....E-MAIL.....

DATE/DATES REQUESTED.....

FREQUENCY.....

If booking for more than one day, please indicate the frequency of booking: for example "once a week for 12 weeks"

FUNCTION STARTING (*time*).....FINISHING.....

NATURE OF EVENT.....

ESTIMATED NUMBER OF PEOPLE IN YOUR PARTY.....(*Maximum 120*)

WHICH AGE-GROUP(S) INCLUDE MOST MEMBERS OF YOUR EVENT? (*tick[s] please*)

0-5 [] **5-12** [] **13-19** [] **20-30** [] **31+** []

DO YOU WANT TO USE THE KITCHEN? - **YES/NO**

DO YOU NEED ACCESS FOR PREPARATON BEFORE YOUR FUNCTION? - **YES/NO**

If "YES", what date & time you expect to start & finish preparations?.....

DO YOU NEED ACCESS TO CLEAR UP AFTER THE FINISHING TIME? - **YES/NO**

If "YES", what date & time you expect to start & finish clearing up?.....

ARE THERE ANY SPECIAL NEEDS THAT NEED TO BE TAKEN INTO CONSIDERATION?

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I agree to abide by all the Hire Conditions.

The Trustees/Management Committee reserves the right to examine and deliberate on all applications for hire. Approval is not automatic since the Parishes own events take priority.

SIGNED..... DATE.....

PLEASE SEND THIS APPLICATION TO:

Send to: Mrs. Angela Taylor,
Halwell & Moreleigh Village Hall Booking Secretary
Windsong,
Moreleigh,
Totnes, TQ9 7JJ

Tel: 01548 821678.....*who will be pleased to answer any questions you may have.*