

HALWELL & MORELEIGH VILLAGE HALL

Registered Charity No: 1066398

Halwell & Moreleigh Village Hall and Recreation Trust

VILLAGE HALL SINGLE EVENT BOOKING FORM

Name of Hirer:.....	Date of Hire:
Address:	Start Time: End Time:
.....	Tel Number:
.....	
Email Address:	
What is the nature of the event you intend to hold?	
.....	

NOTES:

1. A pre visit can be arranged to ensure that the hirer is aware of the facilities available and conditions of hire.
2. Arrangements for the issuing of the key/unlocking of the hall, will be made at the pre visit.

I enclose my cheque for £..... payable to "Halwell & Moreleigh Village Hall and Recreation Trust" to cover the hire charge (to include preparation/clearing up time).

*I enclose a second cheque for £50 payable to "Halwell & Moreleigh Village Hall and Recreation Trust" to cover any extra cleaning charge (to include preparation/clearing up time). **This will be refunded in full provided that the hall and contents are left clean, undamaged and in good condition.** (This is not applicable if booking an 18th or 21st Birthday party....see below)*

*For booking an 18th or 21st birthday, please enclose a cheque for £150 payable to "Halwell & Moreleigh Village Hall and Recreation Trust" as a damage deposit. **This will be refunded in full provided that the hall and contents are left clean, undamaged and in good condition.** I (the hirer agrees to be responsible for any cost of damage exceeding £150)*

As hirer, please sign to confirm that you agree to the terms and conditions (available to view at www.halwellmoreleigh.co.uk) and that will take responsibility for the above events.

Signed: Date:

Thank you for your booking.

Please return this booking form, together with your cheque/s made payable to 'Halwell & Moreleigh Village Hall and Recreation Trust'.

Send to: Mrs Angela Taylor,
Windsong,
Moreleigh, Totnes, TQ9 7JJ
Tel: 01548 821678.

N.B. It is a condition of hire that the hall is left clean and tidy and ALL rubbish is removed from the hall and car park after your event. If you use caterers please make sure that they know this. Failure to observe these conditions will cause your 'bond' deposit to be forfeited.