

HALWELL & MORELEIGH VILLAGE HALL

Registered Charity No: 1066398
Halwell & Moreleigh Village Hall and Recreation Trust

VILLAGE HALL MULTI/CONTRACT BOOKING FORM

This form is to be completed once the hall Booking Secretary gives the hirer the ok to hire.

Name of Hirer:.....
Address:
.....
.....
Tel Number:Mobile.....
Email Address:
What is the nature of the event you intend to hold?
.....
Day of Hire:Date of first day
Start Time:End Time:
Frequency of hire:
(e.g. 1 st Tues in month)
Please use the back of this form to confirm dates if your frequency of hire is irregular

NOTES:

1. A pre visit can be arranged to ensure that the hirer is aware of the facilities available and conditions of hire.

Payment of hall hire as agreed upon booking.

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

Signed: Date:

Thank you for your booking:

Please return this booking form,
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.