

# Tangley Parish Village Hall Booking Form

Please complete the details email it to [tangley.hall.bookings@gmail.com](mailto:tangley.hall.bookings@gmail.com) or send/drop it in to S.Haswell, Westwood House, Wildhern, SP11 0JE (Opposite the Village Hall)

Name/Organisation		
Address		
Town		
Post Code		
Telephone	Home	Mobile
Email address	Home	Other

## Booking Requirements

Date/s	From (time)	To (time)	Hall Yes/No	Field Yes/No
What type of event is to be held?				
Approximately how many will attend?				
Will alcohol be served free?				
Will there be a paid for bar? <b><i>This will require you to obtain a licence</i></b>				
Will there be music? e.g Disco/live				
Are you serving food?				
Are you using caterers?				
Do you require the hire to include use of hall crockery and glasses?				
Other comments/notes				

In making this booking I hereby agree to and undertake the following

- To collect the key from the booking secretary immediately before booking and return it immediately after the hire, unless agreed otherwise in advance
- Comply with all Conditions of Hire - a full copy of the current conditions of hire can be found at [Booking Conditions](#).
- Pay the hire charge in advance. The charge will be calculated on receipt of this form.
- Be responsible for loss of or damage to the hall including all contents, fixtures and fitting which may occur during the time which I am responsible for the key and the hire
- Be responsible for leaving the hall and the field in a safe, secure and tidy condition at the end of the hire period and if not, pay for any costs incurred by Tangley Parish Hall Management Committee for cleaning and or removal of rubbish not placed in the wheelie bins
- I understand this form together with the terms and conditions of hire constitute a legal agreement between the parties. I confirm I am over 18 years of age.

Signed (Hirer)

Name (Capital letters)

Date

For Tangley Parish Village Hall Management Committee

Signed

Name (Capital letters)

Date

