

# LITTLE WENLOCK VILLAGE HALL BOOKING CONFIRMATION

*Download Version – Only to be used after dates and details have been agreed with the Booking Secretary!*

Booking Secretary - Ronnie Snelling, 8 Wellington Road, Little Wenlock, Telford TF6 5BE. Tel: 07522 560023

DATE OF BOOKING;	DATE & TIMES OF HIRE;
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HIRER / ORGANISATION;
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ADDRESS;

TELEPHONE;  
EMAIL;

<b>TYPE OF FUNCTION?</b>			
<b>ROOM to be Hired &amp; RATE</b>			
<b>CLEANING ?</b> <small>(√ applicable) <i>See cl12 excl Kitchen/bar which is hirers responsibility</i></small>	<b>CLEANING £40</b>		<b>CLEARING &amp; CLEANING £60</b>
<b>STAGE REQ'D ?</b> <small>(√ applicable)</small>	<b>½ STAGE £15</b>		<b>FULL STAGE £25</b>
<b>BOOKING DEPOSIT</b>	Due with Booking (see below)	£	<u>Date Paid (your record)</u>
<b>BALANCE</b> <small>due one month before hire date</small>	Due latest ;	£	] See cl 11
<b>SECURITY DEPOSIT</b> <small>due one month before hire date</small>	Due latest ;	£	]

<b>ATTENDANCE</b> <small>(Min 1 Steward per 50 present)</small>	Number Expected		Number of Stewards	
<small>(√ applicable box)</small> <b>FUNCTION</b> <b>Is The</b>	Public		Private	
“ <b>MUSIC – see cl 13</b> ”	Live	Disco	Recorded	
“ <b>ALCOHOL – see cl 6&amp;10</b> ”	None	Provided Free	<b>Licence required!</b> On Sale	
“ <b>ADDITIONAL FACILITIES REQ'D</b> ”	Use of Kitchen		Use of Bar Area	

The person by whom the booking form is signed shall be considered the **HIRER**. Where an organisation is named on the booking form, that organisation shall be considered the **HIRER** and shall be jointly and severally liable with the person who signs the form.

I/We have read and accept the Terms and Conditions of Hire of Little Wenlock Village Hall (see over) and agree to observe and perform all said Terms and Conditions of Hire, and to be on the premises for the entire period of the hire.  
(If you require an explanation of the Conditions of Hire please contact the Booking Secretary)

Signed \_\_\_\_\_ **BLOCK CAPITALS** \_\_\_\_\_

Signed \_\_\_\_\_ Booking Secretary

**PLEASE SIGN & RETURN ONE COPY OF THIS FORM To The BOOKING SECRETARY**

**We Prefer Direct Payment to:- Bank Sort Code 30-18-55 a/c 01824800 using “Hall” followed by Hirers Name and date of Event as Reference. Alternatively, by Cheque made Payable to:- “ Little Wenlock Village Hall” with Hirers Name and date of Event on reverse.**

**For Deposit return via Bank (instead of Cheque) enter your detail here: Bank Sort Code: - - A/C No: \_\_\_\_\_.**

**Note! Your Booking is only finalised when all the required payments are received by The Booking Secretary or our Bank (see cl 11) and this completed form is returned to the Booking Secretary**

The security deposit shall be returned after the hire date, but shall be withheld at the committee’s discretion if there is any loss, damage, failure to vacate on time, dispute, or failure to comply with the Conditions of Hire.

