

## Booking Form – Whitchurch-on-Thames Village Hall



Hall Manager	Richard Scearce
Contact Details	0118 984 2004

Hirer/Organization Full Name
Address
Postcode
Contact Number
Email address

Hiring Fee	
Deposit Required on reservation. (Note: not for regular users*)	£50.00
Total	

Hiring the Main Hall Y/N	
Hiring the Meeting Room Y/N	

Purpose of hire	
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Date and Time Required:	Date	Time From	Time to
	___/___/___	___:___	___:___

The hire charge and deposit must be paid before the date of the booking and, if possible, 28 days before. The Deposit will be refunded within 28 days of the hire. The hirer agrees with the Terms and Conditions of Hire which are available on the Whitchurch-on-Thames Village Hall website.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_

It is a condition of hire and a legal requirement that you sign below to confirm you have read and understood the Village Hall Fire and Evacuation Procedure which is also available on the Whitchurch-on-Thames Village Hall website.

Signed: \_\_\_\_\_

Dated: \_\_\_\_\_