

**Knowle Village Hall
Hirers Booking Contract for 20__ __**

Please fill in the details below;

Name:				
Address:				
Phone Number:				
Mobile				
Email:				
Hall required - Date: Time, from - to:				
Activity to be carried out:				
For how many?				
8 trestle tables, 11 small sq. tables 40 padded chairs provided for free Do you require extra trestle tables or chairs? If so how many ?				
	<u>See hire charge page on web</u>	<u>Hours</u>	<u>Rate</u>	
Charge due for Hire:				
Licence Charge for playing any music either live or recorded				
Charge for use of kitchen - full use with oven or part use				
Charge for Cutlery & Crockery				
Charge for extra tables & Chairs				
			Total	
Damage Deposit paid for party				
Payment is required in advance by Cash / Cheque payable to 'Knowle Village Hall' to confirm your booking				

I am not a commercial organisation
I have read and agree to abide by the regulations for hiring Knowle Village Hall.

Signature of Hirer Date:

Due to the recent changes of Data Protection legislation please confirm that you agree to your details being kept by the booking officer and secretary of Knowle Village Hall.
No information will be passed onto or shared with any other organisations. Initials

Please return form and cheque or cash to the post box outside the front of the hall. We will confirm by email that we have received your booking and payment. You may pay by BACS by prior arrangement.