

CORPUSTY AND SAXTHORPE VILLAGE HALL

Reg Charity No 304039

Heydon Rd, Corpusty. NR11 6QQ

<https://saxthorpeandcorpustyvillagehall.org.uk>

Private Booking, Hiring Agreement and Invoice

Hirer: name _____ phone No. _____ Email _____

Email Address of Hirer _____

Contact Address _____

For what purpose are you using the hall? _____

Day/Date of Hiring _____ Start time _____ End time _____
(to include additional times needed for set up and clear up)

Hire Fee @ £10 per hour £ _____ Plus Liability deposit of £40 Total £ _____

Special requests: _____
(e.g. use bunting; use of AV equipment, etc)

Payment method.**

Option 1: BACS. Yes / No (delete accordingly)

Please transfer total payment to

Account: Corpusty and Saxthorpe Village Hall

A/C number 00016494

Sort Code 40-52-40

Your account details to return deposit to

A/C name _____

A/C Number _____

Sort Code _____

Option 2: Cheque. Yes / No (delete accordingly)

Attach Cheque payable to "Corpusty and Saxthorpe Village Hall"

This is to confirm the provisional details of your enquiry about booking the village hall. Please complete the above details, read the conditions of hire and fire safety notice, and return this form to reserve your booking.

I confirm I agree to the Conditions of Hire and the Fire Safety Notice.

(see these at <https://corpustyandsaxthorpevillagehall.org.uk>).

NB. Please particularly note item 16 on the conditions of hire: Please leave the hall **clean and tidy**, the **lights and heaters off**, (emergency lights will stay on), **the main radiator switch in the entrance hall off** and the **windows and doors closed and locked**. Failure to do so will incur the loss of your deposit. A Henry hoover, mop & bucket and broom are kept in the large store cupboard off the main hall (chair cupboard).

A comments book is kept on the table in the entrance hall

Signature _____ Date _____

Return form to: C.Randell. Chloe Cottage, Heydon Road, Corpusty. NR11 / caroline.randell@hotmail.co.uk

****Payment method,**

1. BACS: please pay the total amount and include the details of the account you would like the deposit returned to. This will be returned after hiring and inspection.
2. Cheques: Please return this form with a cheque for the total hiring fee, and a separate cheque for the returnable deposit (£40). This will be destroyed after hiring and inspection.
3. Booking will be confirmed once full payment is made. Once payment is received, and one week before your booking date you will be given the code to the key safe for entry into the village hall.