

CORPUSTY AND SAXTHORPE VILLAGE HALL

Reg Charity No 304039

Heydon Rd, Corpusty. NR11 6QQ

<https://saxthorpeandcorpustyvillagehall.org.uk>

Private Booking, Hiring Agreement and Invoice for Corpusty & Saxthorpe Station

Hirer: name _____ phone No. _____ Email _____

Contact Address _____

For what purpose are you using the station? _____

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

Hire Fee @ £12 per hour £ _____ Plus Liability deposit of £40 Total £ _____

Special requests: _____
(e.g. use bunting; order sandwich lunch, 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 station building. 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 station **clean and tidy**, the **lights and heaters off**, (emergency lights will stay on), and the **windows and doors closed and locked**. Failure to do so will incur the loss of your deposit.

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.