

LINDFORD VILLAGE HALL – SINGLE EVENT BOOKING APPLICATION FORM

<p>I/we would like to request the hire of Lindford Village Hall, 35 Sycamore Road, Lindford, Hampshire, GU35 ORD</p> <p>Name.....</p>	<p>Date of hire: _____</p> <p>Start time: _____</p> <p>End time: _____</p>
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Hire Rates

Rooms required:	Perry Room Main Hall	Parker-Smith Room Committee Room	
	yes/no	yes/no	
1 Hour	£13-00	£10-00	The fully equipped kitchen is included with the hire as is access to the enclosed garden. Please note artificial grass.
2 Hours	£26-00	£20-00	
3 Hours	£39-00	£30-00	
4 Hours	£52-00	£40-00	
5 Hours	£62-00	£50-00	
6 Hours	£72-00	£60-00	
7 Hours	£82-00	£70-00	
8 Hours	£92-00	£70-00	
Daily Rate 08-30 to 22-30	£102-00	£70-00	
Amount to Pay			
Plus, Key Holder fee	£25-00	£25-00	£

Payment by cheque with completed Booking Application Form please, payable to 'Lindford Parish Council'. If you would like to pay by bank transfer please tick here {.....} and we shall advise bank details.

BOOKINGS ONLY CONFIRMED ONCE THIS BOOKING FORM IS RECEIVED.

You shall be invoiced approx. 2 weeks prior to the booking date. We do not accept Credit Cards or Cash.

Hirers full name:	Reason for hire: e.g. children's party.
Signature:	Approx. Number of guests?
Postal address including Post Code:	Telephone No.
	Email:

Do you require the PA System & microphone **yes/no** Do you require overflow carpark **yes/no**

EXCESS RUBBISH MUST BE REMOVED FROM THE PREMISES
ALL BOOKINGS CONDITIONAL ON ACCEPTANCE OF OUR TERMS & CONDITIONS AND SIGNED BOOKING FORM BEING RECEIVED BY THE PARISH OFFICE IN ADVANCE OF THE HIRE.

THANK YOU FOR YOUR BOOKING

Safety and Conditions of hire available from the Village Hall or on Lindford Village Hall Facebook page and www.lindfordpc.org.uk. Your booking is subject to your acceptance of these

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Continuation Sheet for Office Use Only

Mark box to confirm	Activity	Date	Comment
	Booking on calendar		
	Key holder requested		
	Key holder confirmed		
	Microphone requested		
	Overflow car park requested		
	Event satisfactory		
	Invoice raised No.		
	Paid		