



BOOKING FORM

YOUR DETAILS	
Full Name	
Organisation (if applicable)	
Address	
Contact telephone number	
Email Address	

EVENT DETAILS – Fill in for as many bookings as you would like to book					
Title of event	No of people (Approximate)	Date required	Start time *	Finish time*	Total No of hours hired

*Start time - the time you need access, including setting up.

*End time - the time you will vacate the Village Hall, including time for clearing up.

PAYMENTS AND DEPOSITS					
Total hire fee No of hours X hourly rate	£	Booking deposit 20% of hire charge	£	Final payment due 7 days prior to event	£
Damage Deposit - A deposit of £100 is required at time of the final payment for the booking. The deposit is refundable after inspection to ensure conditions of hire have been met within 7 days of event.					£ 100.00
<p>We would prefer you to pay by bank transfer the details are:</p> <p>Bank: Barclays</p> <p>Account name: Dry Doddington Village Hall</p> <p>Account number: 10695211</p> <p>Sort code: 20-50-21</p> <p><u>Please use your surname and event date as the bank reference.</u></p>					

AGREEMENT - please sign below to confirm you have read & agreed to the Dry Doddington Village Hall Hiring Information Pack (available to download on the web site) https://www.drydoddingtonvillagehall.co.uk/venue-hire	
Signed:	
Print Name:	
Date:	