



BOOKING FORM

YOUR DETAILS	
Full name	
Organisation (if applicable)	
Address	
Home telephone number	
Mobile number	
Email address	

EVENT DETAILS - Fill in for as many bookings as you would like to book					
Title of event	No of people	Room required	Date required	Start time	End time

*Rooms available: **Main Hall** - large open space with access to table and chairs. **Meeting Room** - smaller room with conference table and chairs for approximately 12 people.

*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 & DEPOSITS					
Total hire fee	£	Booking deposit 20% of hire charge	£	Final payment Due 7 days prior to event	£
Damage Deposit - at events where alcohol is to be consumed a deposit of £100 is required at time of booking. Refundable after inspection to ensure conditions of hire have been met, and within 7 days of event.					£

Please make cheques payable to **Dry Doddington Village Hall Charitable Trust**.

AGREEMENT - please sign below to confirm you have read & agreed to enclosed DDVH Hiring Information Pack			
Signed			
Print name		Date	