



## 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: <b>Barclays</b></p> <p>Account name: <b>Dry Doddington Village Hall</b></p> <p>Account number: <b>10695211</b></p> <p>Sort code: <b>20-50-21</b></p> <p><b><u>Please use your surname and event date as the bank reference.</u></b></p>			<p><b>RETURN OF DEPOSIT DETAILS</b></p> <p>Details of where <u>your</u> deposit needs to be sent</p> <p>Bank:</p> <p>Account name:</p> <p>Account number:</p> <p>Sort code:</p> <p><b>Failure to provide these details will delay the return of your deposit.</b></p>		
<p><b>AGREEMENT</b> - please sign below to confirm you have read &amp; agreed to the Dry Doddington Village Hall Hiring Information Pack (available to download on the web site) <a href="https://www.drydoddingtonvillagehall.co.uk/venue-hire">https://www.drydoddingtonvillagehall.co.uk/venue-hire</a></p>					
Signed:					
Print Name:					
Date:					