

LITTLE KINGSHILL VILLAGE HALL

BOOKING FORM – Regular Hirers

Please complete the form below and return it to the Booking Secretary together with your payment covering both the deposit and hire charge.

NAME

ADDRESS

..... POST CODE.....

TEL. NO. EMAIL

1. I wish to hire the following forPlease state purpose.

Month	Date	Time	Hall	CR	PA	Cost	Month	Date	Time	Hall	CR	PA	Cost

CR – Committee Room. PA – Public Address system For multiple dates you may wish to attach a separate sheet.

1. I confirm that I have read and understood the conditions under which the Hall is hired and will be fully responsible for any loss or damage, however arising, during the period of the hire and for ensuring proper supervision of the sessions, and I have received a copy of the *Amenities Available, Hire Charges, Check of Amenities forms and Scale of Fines.*

The Conditions of Hire are displayed in the Hall foyer and available from the booking secretary.

2. Any problems must be notified to the Caretaker or Booking Secretary as soon as possible. The *Check of Amenities* form is provided for your convenience.

3. I enclose a cheque for £, which includes a deposit of £.....against loss and/or damage. Cheques should be made payable to Little Kingshill Village Hall, and be attached to this booking form. **One single cheque for total amount** per booking form please.)

OR

I have paid directly via bank transfer the amount of £, which includes a deposit of £.....against loss and/or damage. (Bank details are Little Kingshill Village Hall, account number 15266868, sort code 30-93-67)

By prior arrangement with the treasurer classes may be billed in retrospect.

Signature..... Print name.....

Date.....

Booking Secretary

Carolyn Ormesher
10 Wychwood Rise
Great Missenden
HP16 0HB
Tel: 079005775870

Hon. Treasurer

Mr. R. Chantler
Boot Farm
Watchet Lane
Little Kingshill
HP16 0DR
Tel. 01494 864643

Please telephone between 09.00 and 18.00 on week days.