Abridge Village Hall

REGISTERED CHARITY NUMBER; 301352/1

Telephone; 07950-608129

Thank you for your enquiry. A provisional booking has been made which will be held for **seven days.** If you wish to proceed with the hire of the hall please sign and return this agreement together with your deposit.

Please check that all details are correct, sign this form and return the top copy with your payment.

HIRED;

Main Hall……... Meeting Room……..……..

Changing Rooms……..…….. Bar Area (Bar to be run by VH)……

Field……..……. Glasses……

NAME OF HIRER……

ADDRESS……..……

……

TELEPHONE NUMBER ……

DATE OF HIRE……..**TIME OF HIRE**……

PURPOSE OF HIRE……

The Trustees reserve the right to cancel any booking or stop monies from the damage deposit if rules stated under the Terms & Conditions are broken, damage is caused or if the Hall is not used for the purpose stated.

TOTAL HIRE CHARGE £……

25% Deposit payable within seven days (non refundable) £……

Balance £……

Damage Deposit £……..

TOTAL AMOUNT DUE BY…… £……....

NO REMINDERS WILL BE SENT. IF THE BALANCE IS NOT RECEIVED BY THE ABOVE DATE THIS MAY RESULT IN YOUR BOOKING BEING CANCELLED.

BANK DETAILS;- NATWEST

ACCOUNT NAME;- ABRIDGE VILLAGE HALL

ACCOUNT NUMBER;- 26012308

SORT CODE;- 60 01 38

Please find enclosed a copy of our Terms & Conditions of Hire. Please read through these carefully, sign the cover letter and return with the signed top copy of this agreement and your payment.

SIGNATURE ON BEHALF OF THE TRUSTEES…… ……**DATE**……...

SIGNATURE ON BEHALF OF HIRER……..……..**DATE**……