

CHESWICK GREEN VILLAGE HALL
BOOKING FORM/HIRE AGREEMENT

Date Required

Session required:

Morning [] Afternoon [] Evening [] Full day []

User: Private [] Local Group [] Commercial [] Event []

Description of event / party

Facilities required:

Large Hall [] Small Hall [] Both Halls [] Kitchen []

Number to attend the function

Name & address of hirer

.....

Telephone Number **E-mail**

Payments:

Hiring charge

Method of Payment: Cash [] Cheque []

Deposit **£100** Method of Payment: Cash [] Cheque []

N.B. The Deposit will be returned to the above address
All or part of this may be retained at the discretion of the Village Hall Management Committee,
if the facilities are not left in a satisfactory condition.

**Please sign and date this agreement, confirming that you have read a copy of our Terms
and Conditions of Hire and have understood them and agree to abide by them.**

Signed **Dated**

Signed on behalf of Village Hall **Dated**

Booking Clerk

R Stanton, Telephone 01564 702653