

EARSWICK VILLAGE HALL

HIRE REQUEST FORM

Hirer: Organisation:.....

Name:

Address:

.....

Tel:

Email.....

Purpose:

Period: Day: Date: From: To:

The times must include setting up and clearing away.

(Please note that no hiring will be permitted to extend on any day beyond 10pm)

I agree to the Earswick Village Hall Privacy Policy

The Hirer agrees to be present in person during the hiring.

I have read and agree to the terms and conditions of hire.

Please read the form, tick the boxes and sign below.

Signed

(on behalf of the Organisation if applicable)

Please Note: The person taking responsibility for the hiring must be over 18 years.

A special deposit may be requested as a guarantee against damage or loss in the course of the hiring. This will be refunded within 28 days of the period of hire.

Please return the booking request to: earswickvillagehall@aol.com

If approved a confirmation form, together with the fee amount and payment details will be sent to the hirer.

No booking will be confirmed until full payment has been received.

Hire charges are: £8/hour for party bookings and £7.00/hour for recurring bookings.

VH/Booking Form