

LITTLE KINGSHILL VILLAGE HALL

BOOKING FORM – Occasional Hirers

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

NAME

ADDRESS

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

TEL. NO. EMAIL

1. I wish to hire the following: (please delete what is not applicable)

- Hall / Committee Room
- P.A. System with microphone
- Professional Sound System
- Projector and Screen

On..... (day) (date)

From..... am/pm to..... am/pm (inclusive)

The purpose of the hire is

I wish to book other dates as follows

2. 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 event. I have also received a copy of the *Amenities Available, Hire Charges, Check of Amenities and Scale of Fines.*

The Conditions of Hire are displayed in the Hall foyer and/or sent to you with your booking pack

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)

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

Date.....

NB The person signing this form must be a resident of Little Kingshill and present at the event.

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.