

AMPNEY CRUCIS VILLAGE HALL BOOKING FORM

BLOCK CAPITALS PLEASE

NAME: (Mr/Mrs/Miss/Ms)

ADDRESS:

TELEPHONE:

I wish to book the Village Hall

On (Date)

For (Type of function)

(These times should include any "setting-up" and "clearing-up" time required)

From to (Times)

Approximate number of persons attending

Full Fee due for hire: £

Payment enclosed with this booking form £

Full Fee / 50% Booking Deposit
(Delete which is not applicable)

Please note, the Booking Deposit is non-refundable, if event cancelled 14 days or less before hire date.

A Damage Deposit of £50 is required. This will be returned when the hall has been inspected after the hire providing there is no damage or cleaning required. Please make payment for this on a separate cheque (or cash) so the deposit can be returned to you (see conditions of hire overleaf).

ACCOUNT TO BE SETTLED IN FULL BY DAY OF EVENT.
PLEASE MAKE ALL CHEQUES PAYABLE TO: AMPNEY CRUCIS VILLAGE HALL.
PLEASE NOTE THAT ALL REFUSE MUST BE REMOVED FROM THE PREMISES.

Please complete form and send payment to:

Bookings Secretary: Mrs Marlene Broadhurst Tel: 01285 851591
Davene, School Lane, Ampney Crucis, Cirencester, Gloucestershire GL7 5SD

Please read all the Conditions of Hire before making your booking.

I have read and agreed to abide by the Conditions of Hire.

Signed..... Date