

FOREST GREEN VILLAGE HALL - BOOKING FORM

October 06

Name of Hirer.....

Name of Organisation.....

Address.....

.....

.....

Telephone number..... Mobile number.....

Email address.....

I agree to the Terms of Hire:.....date.....

The booking will be confirmed on receipt of this form, Hiring Fee, and Condition Deposit.

Purpose of Hiring:

Hiring dates: FROM time:.....TO: time.....
date:..... date:.....

Hiring fees:	Parish resident	Resident outside the Parish
	One off event (up to 3 hours): £20	One off event (up to 3 hours): £25
	Rate per hour thereafter: £6.50	Rate per hour thereafter: £7.50
	Regular Hiring rate per hour: £5	Regular Hiring rate per hour: £6
		Public event rate per hour: £10

Hiring fee due: £.....

Condition Deposit: £ 50

The Condition Deposit is returnable in full or part after the event unless:

- a) *any room in the hall is not left in a clean and tidy condition*
- b) *there is damage to the premises or its contents*
- c) *the Terms of Hire, including Hire times, are infringed.*

FEE PAYMENT and CONDITION DEPOSIT are due with this form and at least 7 days before the event; payable in cash or by cheque. Cheques to be made payable to **'Forest Green Village Hall'**. A separate cheque is required for the condition deposit.

TO CONFIRM YOUR BOOKING: please return this form and your cheques/cash to:

Gaye Collis
Little Orchard, Horsham Road,
Forest Green, Dorking,
Surrey, RH5 5SB.
Telephone: 01306 621298

Keys to be collected from and returned to Gaye at the above address. Please arrange collection time before your event.