

CHOLDERTON VILLAGE HALL

(Registered Charity no:)

BOOKING FORM

Copy to be returned to Lettings Secretary

(single event)

1. **Name of Hirer/Authorized Representative**.....
2. **Address**
3. **Telephone Number** (day)..... (evening)
4. **E-mail address**
5. **Purpose of Hire**

The person named above is the Hirer for purposes of compliance with the conditions of hire.

Will alcohol be provided? YES / NO Will alcohol be for sale? YES / NO

*If alcohol is to be sold, the Hirer **must** apply for own **Temporary Event Notice** (www.wiltshire.gov.uk) and must notify the Lettings secretary when this has been obtained.*

6. **Period of Hiring** (this should include setting up and cleaning time) @ £6 per hour

	Date	From (am/pm)	To (am/pm)	No. of hours	Rate per hour £	Cost ££
Event times						

7. (a) **Hiring Fee as per 6 above** £ _____
- (b) **Security Deposit** (separate cheque) £ _____
- Total Sum** required with this form (b) £ _____

Please make cheques payable to Stephens Charity and return with this form to:- Mrs Gill
Cartwright Lilac Cottage, Cholderton, Salisbury SP4 0DL

The security deposit cheque will be returned not more than 14 days after the event if the Hall has been left in accordance with the Standard Conditions of Hire as attached to this form.

I agree to the above and to the Conditions of Hire

Signed (hirer) **Date**