

MUTFORD VILLAGE HALL

BOOKING FORM

Date of booking from (time) am/pm
Until am/pm
Number of Hours Type of function

I have read the Notes to Hirers and summary of the Fire Regulations. **I/We**, as hirers of Mutford & Rushmere Village Hall and/or having use of the playing field on the above date hereby declare that any damage to the hall or grounds caused by me/our members/friends, however sustained, will be reported to the booking secretary immediately.

I/We agree to ensure that the hall will be left completely clean and tidy and tables will be stacked away in the manner illustrated on the table trolleys in the store room.

All costs and charges for repairs and/or cleaning will be met by me/us, and the deposit will be forfeited if these conditions are not met.

I/We also acknowledge we have downloaded and read the conditions of hire issued on hall use, including those concerning FIRE EXITS and EXIT SIGNS.

Your Details Name
Office held (if appropriate)
Name of Society/Club

Address

Post Code
Tel No

Amount enclosed (cash/cheque) £

which includes hire fee of £

Plus deposit of £

Signed

Date

Please send this form and your cheque to

- BOOKING SECRETARY
- 34 Mill Road
- Mutford
- Beccles
- NR34 7UR

Tel 01502 475251

If you would prefer to pay by BACS please send your payment to:

Sort code: 09-01-54 Account 39181089 Mutford Village Hall.

However, if you pay by this method please ensure that you deposit is also paid into the account. It will then be returned to you after your hiring minus £1 for postage and admin.

Please ensure your name is clearly shown so as to avoid confusion with other payers.

Having made payment please return your completed form either by post to the address above or email to richardkim34@btinternet.com.

For official use only

Deposit returned (date)

cash/cheque

Download the PDF, complete and return to the address on the form