



Manton Village Hall Booking Form

SECTION 1: DETAILS OF THE HIRE (to be completed by the Hirer)

Purpose of Hiring				Expected No. of Attendees	
Organisation (if applicable)					
Hirer Contact Name					
Hirer Contact Address					
Hirer Contact Tel. No.		Email			
Nominated Responsible Person					
The hall can be booked either hourly/ by the half day or day / termly. Discounted rates apply for local residents and charities.					
There are no extra charges for the use of the catering equipment or the tables and chairs.					
Start Date		Start Time		Frequency of Booking (One Off, Weekly, etc.)	
End Date		End Time			
Extra Notes					
ADDITIONAL QUESTIONS					
Does your booking involve the playing of live or recorded music or the showing of a film (Y/N)					
Alcohol: Please put a "Y" against the statement below that applied to your event. <u>Mark one statement only</u>					
There will be no alcohol supplied or consumed as part of our booking					<input type="checkbox"/>
Alcohol will be consumed but not sold					<input type="checkbox"/>
We will sell our own alcohol and we will obtain a licence. from Wiltshire Council					<input type="checkbox"/>
On completing Section 1 above, return to : Judith Sharp, Teal Cottage, High Street, MantonSN8 1HH or email as an attachment to contact judithmsharp@hotmail.co.uk					

SECTION 2: DETAILS OF CHARGES (to be completed by the Village Hall)

General Hirers

- £10 per hour

- £30 per morning/ afternoon/evening session

Total Fee (due at least 7 days before hire)	
Additional Comments	Please pay by BACS to Account: Manton Village Hall Sort Code: 20 68 15 Account Number: 03694518 or by cheque to "Manton Village Hall"

SECTION 3: DECLARATIONS (to be completed by Hirer and Village Hall on completion of Sections 1 & 2)

I confirm the above booking details, accept the charges and have read and will comply with the Conditions of Hire.		I confirm that the above booking has been agreed.	
Signed <input type="text"/>	Date <input type="text"/>	Signed <input type="text"/>	Date <input type="text"/>
(The Hirer)		(The Village Hall)	

Data Privacy: The information you supply in this form will only be used for the purposes of processing your booking request and subsequently invoicing for payment. We will not share the data with any third parties.