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. 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 (N) | | | | | | | | | | |  |
| Alcohol: Please put a “Y” against the statement below that applied to your event.  Mark one statement only | | | | | | | | | | | |
| There will be no alcohol supplied or consumed as part of our booking | | | | | | | | | | |  |
| Y Alcohol will be consumed but not sold | | | | | | | | | | |  |
| We will sell our own alcohol and we will obtain a licence. from Wiltshire Council | | | | | | | | | | |  |

On completing Section 1 above, return to ***Judith Sharp, Teal Cottage, High Street, Manton SN8 4HH***   
or email as an attachment to contact[judithmsharp@hotmail.co.uk](mailto:judithmsharp@hotmail.co.uk)

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

General Hirers

- £12 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 |

**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 |  | Date |  | Signed |  | Date |  |
| **(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.