HVH Horton Village Hall Registered Charity Number: 304563

Hire Agreement – Booking Form

Please return completed form to: hortonvhbookings@gmail.com

Or post to Booking Secretary: Kym Toms, Halfway, The Pound, Broadway, TA199RA

Contact Name	
Organisation	
Contact Address	
Email address	
Contact telephone numbers	

Capacities:

Main Hall: 120 seated at tables or 264 dance or cinema seated

Meeting Room: Max 18 – without tables

Booking Details	
Date(s) of Hire	
Start Time	
Finish Time	
Event (dance/meeting etc)	
Numbers attending	

Rooms required	**(Tick)**
Main hall only	
Main Hall & Kitchen	
Meeting Room Only	
Meeting Room & Kitchen	
Whole Hall	
Marquee	

BOOKING FEES	
Total Booking Fee	
Deposit payable on booking – 50% of Total Booking Fee	

LICENSING DETAILS	**(Tick)**
Will alcohol be available?	
Will alcohol be on sale?	

Payment:

Payment may be made by cash or cheque (payable to Horton New Village Hall) or by Bank Transfer:

Treasurer: Santina Searle, 4 Ewell Close, Horton, TA19 9QF

Horton New Village Hall Sort code: 60-11-38 Account number: 23506520

Declaration: I have read, and understand and agree to abide by the Horton Village Hall Standard Conditions of Hire and any further conditions specific to this individual hire. I agree to pay the full amount indicated prior to the booking taking place, and to return the hall and all its property to a representative of the Hall Committee in a fit state and within the agreed timeframe.

Signed:

Hirer: ..... Date ..... Booking Secretary: ..... Date.....