Swanton Novers Village Hall Hire Agreement

Please fill in this form as clearly as you can. If you are going to print it off and send it please fill in with black ink. As it is in Word you can copy it and send it back electronically. You may want to have two copies, one for yourself and one for us. Please read the Terms and Conditions carefully, you must agree with these if you want to hire the village hall.

Name of Hirer	
Organisation (if applicable)	
Address	
Telephone number	
Email Address	

Date(s) of hire	Start Time	End Time	What have you hired the hall for?

Please enter below the amount you have been told. You will be asked for a deposit of 10% of the hire cost (depending on how close to the hire time it is) This deposit will be part of the hire cost and the balance will be expected to be paid within two weeks of the booking.(Or as agreed with the person you have booked with) If the booking is cancelled within a month of the booking the deposit will be returned. After this the deposit will be kept as a cancellation fee. We understand that extraordinary circumstances do happen please speak to the person you booked with to discuss the situation.

How much is the hire?	Meetings room	Whole hall

- Please make cheques payable to Swanton Novers Village Hall
- Cash accepted. Please bring it in person.
- Village Hall bank details:- Barclays. Sort code 203081 account number 80854484
- Please note we cannot make transfers to anyone due to two signatures required. This is security imposed by the bank. We are only able to pay by cheque.

Please sign below

I have read the Terms and Conditions and the payment details described above and agree to abide by them.

Signed …… Print name……

Date……..

Contact details – Rosemary Leeder – 01263 860756

Chris Armstrong – 01263 860573 or christinearm@hotmail.co.uk