**Stanningfield Village Hall Booking Form (Non Resident)**

Name…………………………………………… Address………………………………………………

Telephone………………………………………… ………………………………………………………………

E-mail…………………………………………. Postcode……………………………………………….

Organisation…………………………………………………………………………………………………………………

Date of Hirer…………………………………………………………… Time from…………….to…………

Brief detail of event planned………………………………………………………………………………………...

Total Number of people attending…………………………………………………………………………………

Hire Rate 2022 = £15 per hour set up and clear up time must be included in the

 In the hourly rate.

Hire Rate includes the use of: -

1. Main Hall
2. kitchen appliances, crockery, cutlery and glass ware
3. Table and Chairs (not for use outside)
4. Toilet facilities
5. Heating

External Events: - (arrangement would need to be made at time of booking) for the use of plastic tables and chairs.

All facilities are required to be cleaned and left in the same condition as found. Failure to do this could result in additional cleaning charges.

Number of hours hired……………at …………. per hour Total hire charge…………………………

A bond of £100 is required for all events and is refundable subject to all facilities and goods being left in the same condition as found.

Event bond……………………………………….

Total payment………………………………….

Signed on behalf of hirer……………………………………………………………………………………………………….

Signed on behalf of Stanningfield Community Association ……………………………………………………