

LITTLE KINGSHILL VILLAGE HALL

www.lkvh.org.uk

BOOKING FORM - Occasional Hirers

Please complete the form below and return it to the Booking Secretary together with payment of both the deposit and the hire charge

NAME.....

ADDRESS.....

.....

POST CODE.....

TEL. NO.....

EMAIL.....

BANK DETAILS.....

(NB bank details required for return of the deposit)

I wish to hire the following (please delete what is not applicable).

Hall / Committee Room

PA system with microphone

Professional sound system

Projector and screen

On..... (day).....(date)

Fromam/pm toam/pm (inclusive)

The purpose of this hire is

I confirm that I have read and understood the conditions under which the Hall is hired and will be fully responsible for any loss or damage, however arising, for the period of hire and for ensuring proper supervision of the event. Copies of the *Amenities Available, Hire Charges, Conditions of Hire, Check of Amenities and Scale of Fines* are available on our website and displayed in the hall foyer.

I have paid directly via bank transfer the amount of £....., which includes a deposit of £....., against loss and/or damage.

Bank details are Little Kingshill Village Hall, account number 15266868, sort code 30-93-67.

Signature.....Print name.....

Date.....

The person signing this form must be a resident of Little Kingshill and be present at the event – see website for catchment area

Booking Secretary

Lucy Johnstone

bookings@lkvh.org.uk

07989 321344