

Peover Village Hall Booking Agreement & Form

Day of event _____ Month of Event _____ Year _____

Type of Event _____

Hall required from		To		Total hours	
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(Time to include setting up and clearing away)

Please specify the number of guests you are expecting, if unknown please give an approximate number

Adults		Children		Total	
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Contact Details of person responsible for booking & payment for either the group or individual

Contact name _____ Business/club name _____

Tel _____ Mobile _____

Address _____

Email _____

Additional comments, relevant information _____

The hall has been in use for over 100 years, and we hope to keep running for many more years to come.

We ask you to very kindly observe and by making the booking you are also signing to agree to observe the following rules when booking the hall.

The hall has several neighbouring properties; we rely on these neighbours and their support of the hall; therefore, we ask that you please kindly keep disruption to our neighbours to a minimum.

- When moving chairs and tables if you could please carry to avoid scratching the floors and reset the room once your event has ended
- Should you need to put up any posters, banners etc only the use of whitetac is permitted.
- Smoking is only permitted outside the hall and ask that cigarette ends are disposed of
- All electrical items that are used within the hall must be Pac tested.
- Please place all rubbish/ recycling in the bins provided located in the bins behind the hall to the left.
- Please ensure that all lights, heaters, and water are turned off before you leave.
- Please familiarise yourself with the fire evacuation procedure, fire extinguishers and first aid points
- The Village Hall Management Committee takes no responsibility for the loss or theft of items.
- When leaving or arriving at the hall we kindly ask you to be courteous to the hall neighbours who reside adjacent to the hall

Parking is available in front of the hall on the black tarmac only. The red tarmacked area is a private drive to a neighbouring property and must be kept clear at all times. Please park on Stocks Lane if no spaces available outside the hall.

We kindly ask you to reiterate this to your party guests.

Signed: _____ Print: _____

Date: _____

The cost of hiring the hall is £20 for the first hour and £10 per hour thereafter. From October to March inclusive, an additional charge of £10 is payable to cover heating costs.

Bookings will only be confirmed once a completed booking form has been received along with full payment for hire.

Please make payments online to HSBC sort code 40-26-25 account number 91038052

If you could please kindly email your completed form along with proof of payment to villagehall@overpeover.com for any urgent, enquires please telephone all 07887892715.