

FOR ADMIN

MEDSTEAD VILLAGE HALL

Reg Charity No: 272333

Email: bookings@medsteadvillagehall.co.uk

Tel: 01420 563744

BOOKING FORM

- 1) Please submit this form to the booking Secretary. On acceptance you will be sent an invoice and required to make payments
- 2) The booking will only be validated once a deposit (25% booking total) and the Signed T's & C's, to be found on the website, are received
- 3) **Do Not Send any money until you have received an invoice from us.**

	DATE
HIRER'S NAME	
ADDRESS	
POST CODE	
PHONE	
EMAIL	

Medstead Resident Discount 20%	YES/NO
Commercial use + 15%	YES/NO

Date Required				
Recurring Booking	YES/NO	WEEKLY/MONTHLY		
Start time		Earliest 8.30am		
Finishing Time		Latest midnight		
	Main Hall	Wiltshire Room	Committee Room	Whole Hall
Room Required	YES/NO	YES/NO	YES/NO	YES/NO

Use of Kitchen (£50.00)	YES/NO
Use of Kitchen for teas/coffees only no extra charge	YES/NO
Use of Stage	YES/NO
Use of Audio visual equipment	YES/NO
Alcohol Licence (£15.00)	YES/NO

Notes

- 1)The kitchen is shared by the Main Hall and the Wiltshire room for exclusive use the Whole Hall must be booked
- 2)There is no charge for kitchen if sole use is for tea coffee making
- 3) There is no charge for the Stage but there may be a set if there is a current production (Please check)