

WRETHAM VILLAGE HALL

Booking Application & Confirmation Agreement

Full Name (BLOCK CAPITALS)

Name for return of deposit by cheque (if different from above).....

Address

Telephone **Email**

Date of hire

Brief description of purpose

Start Time **Finish Time**..... **Total number of hours**

Use of kitchen: Full / Basic / None (please circle)

I agree to comply with the Conditions and Regulations of Hire (see www.hallforhirewretham.org), which I have read.

Signature **Date**

	Our rates (please circle)			No. of hours	Your fee (hr x rate)
	Resident	Non-resident	Commercial		
Hire charge - per hour or part thereof (includes drink making facilities only)	£7.50	£10.00	£15.00		£
Basic use of Kitchen - per booking (includes crockery, cutlery etc but no cooking equipment)	£15.00	£15.00	£15.00	/	£
Full use of Kitchen - per booking (as above plus includes use of cooking equipment)	£30.00	£30.00	£30.00	/	£
Hire charge					£
Deposit	£100.00	£100.00	£100.00	/	£100.00
Total payable					£

To make a booking, please:

1. Complete this Booking Application form in full, sign and return it to the Booking Agent, Mrs Laura Lincoln, c/o Wretham Village Hall, Church Road, Wretham, Thetford, IP24 1RL
AND
2. Pay the deposit and hire charge, preferably by bank transfer, or otherwise by cheque.

Wretham Village Hall, Sort Code: **20-85-93**, Account No: **00775827**, quoting Reference: **Hirer's name**.

The booking will be confirmed by the Booking Agent upon receipt of a completed Booking Application form and payment of deposit and hire charge. Deposits are returned by cheque after the function date, providing all Conditions and Regulations have been observed.

Any personal information provided on this form will only be used by the Wretham Village Hall Trustees and will not be passed on to any third parties. The information will be kept for one year beyond the date of booking and then will be responsibly disposed of.