

# WRETHAM VILLAGE HALL

Church Road, Wretham IP24 1RL

## Booking Application & Confirmation Agreement

To hire the Wretham Village Hall, please ensure you have checked availability, the conditions of hire and the relevant tariff for your usage: [www.hallforhirewretham.org.uk](http://www.hallforhirewretham.org.uk), including details of kitchen usage.



Please complete this form using block capitals and return it to [hallforhirewretham@gmail.com](mailto:hallforhirewretham@gmail.com) AND pay the £100 deposit to:

Account name: Wretham Village Hall  
Please use your name as the reference

Sort Code: 20-85-93  
Account no: 00775827

<b>Full name</b>	
<b>Company name (if applicable)</b>	
<b>Charity number (if applicable)</b>	
<b>Address</b>	
<b>Telephone number(s)</b>	
<b>Date(s) of hire</b>	
<b>Start time</b>	
<b>Finish time</b>	
<b>Use of kitchen (basic, full or n/a)</b>	
<b>Bank account details (for return of deposit)</b>	Account name: Sort Code: Account number:

**Fees payable** – please tick appropriate box

- £7.50 per hour - I am a resident of Wretham or a registered charity (please include Charity number above)
- £10 per hour – I am not a resident of Wretham
- £15 per hour – I represent a commercial organisation (please include company name above)
- £15 for basic use of kitchen
- £30 for full use of kitchen

### Declaration

I have read, fully understand and agree to comply with the Conditions and Regulations of Hire (see [www.hallforhirewretham.org](http://www.hallforhirewretham.org)).

I have paid the £100 deposit and understand this will be refunded after the event provided the hall is left in the Conditions and Regulations have been observed.

**Signature:**

**Date:**

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.

Email: [hallforhirewretham@gmail.com](mailto:hallforhirewretham@gmail.com)

Charity Commission No. 304125