

# 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(s) of hire:

Brief description of purpose:

Start Time:

Finish Time:

Total number of hours:

Use of kitchen: Basic / Full / n/a

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

Signature

Date

	Charge Per Hour	Hour(s) of hire	Sub-Total
Resident	£7.50		
Non Resident	£10.00		
Commercial (All)	£15.00		
Kitchen Basic (per day)	£15.00		
Kitchen Full (per day)	£30.00		
Plus Deposit	£100		+£100
<b>Total</b>			

To make a booking:

1. Complete this Booking Application form in full, sign and return it to the Booking Agent by email to [hallforhirewretham@gmail.com](mailto:hallforhirewretham@gmail.com) or post to 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 / BACs after the function date, providing all Conditions and Regulations have been observed. It is the hirers responsibility to complete the refund form within 6 months of hire date. Deposits will NOT be refunded without a completed form or once 6 months has lapsed.

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.

Wretham Village Hall, Church Road, Wretham, Thetford, IP24 1RL

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

Charity Commission Registration No. 304125