

WRETHAM VILLAGE HALL
Refund and/or Cancellation Form

Hirer's Full Name (BLOCK CAPITALS)

Hirer's Address

Telephone **Email**

Date of hire

Refund requested: £.....

Reason for refund (please select either option A or option B below)

	A: I wish to claim the return of the £100 deposit following my completed hire
	B: I wish to cancel my booking for the above date (subject to the Hall's Terms and Conditions) and wish to request the refund of the hire fee and deposit already paid Please state reason for refund

Please provide the bank details for the account to which the refund is to be made

Bank account name

Account sort code

Account number

Please note that provided your details at the top of the form and your signature match the original booking form, the refund will be made in good faith by us, direct to the above bank account. However, we reserve the right to choose the method of refund of payment, and refer the hirer to section 3) of the Conditions & Regulations of Hire of Hall, regarding the refund of any fees paid in respect of Cancellation of bookings by the Hirer.

Hirer's declaration:

I confirm that the above bank details are correct and I wish my refund to be made to this account. If I have selected Option B above, I also acknowledge that by signing and returning this form to the Booking Secretary, my booking for Wretham Village Hall on the above date will be cancelled

Hirer's name (Block Capitals)

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.