

**Official use only:**

Ref..... diary... dep... conf... cost..... paid... code... redep...

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## **Mountnessing Village Hall Management Committee Application for Hire of Village Hall**

**PLEASE TRANSFER THE £20 NON REFUNDABLE BOOKING FEE WHEN  
RETURNING THIS FORM**

**Name (block capitals)** .....

**Address (block capitals)** .....

.....Post code.....

**Telephone No** .....**Email**.....

I wish to hire Mountnessing Village Hall on .....day the .....day of .....,  
20..... between the hours of ..... and .....

I shall/shall not require use of the sound system

**Nature of Event** .....

**Name of Club or Society if applicable** (if a private letting just write "Private")

.....

**Name of responsible person who will be present for the event if different from above**

.....

I confirm that I have read the attached regulations and conditions of hire and agree to abide by them

Signed ..... Date .....

**Please make sure you have read the [regulations and conditions](#) and have filled in this form carefully to avoid delay. Hirers are reminded that the person signing this form is responsible for keeping good order and for any damage caused during the period of hire.**

RETURN THIS FORM TO THE BOOKING SECRETARY

**Mrs Dawn Parker, Mountnessing Village Hall, Roman Road, Mountnessing, CM15 0UG**

or via email to [booking@mountnessingvillagehall.com](mailto:booking@mountnessingvillagehall.com)

with the fee of £20 by bank transfer to

MVH LETTING ACCOUNT sort code 20-12-21 account 90651966

We will notify you of the exact amount chargeable.

The balance must be paid at least 2 weeks before the date of the event together with a damage deposit of £100. If the booking is cancelled, the booking fee is non-returnable.

*Nov 2023 edition*