

Official use only:

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Mountnessing Village Hall Management Committee Application for Hire of Village Hall

PLEASE ENCLOSE A £20 DEPOSIT WHEN RETURNING THIS FORM

Name (block capitals)

Address (block capitals)

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

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

I wish to hire Mountnessing Village Hall onday theday 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 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 with a deposit of £20. Cheques should be made payable to M.V.H. LETTING ACCOUNT.

Mrs Dawn Parker, 8A Church Road, Mountnessing, CM15 0TH

Telephone: 07984 791941

We will notify you immediately of acceptance and 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.