



Stawell & Sutton Mallet Village Hall
Stawell Road, Stawell TA7 9AD
Registered Charity Number 304635

Please complete the form and return to: Booking Secretary
Jill Fry, Elm Tree Farm, Stawell TA7 9AD or email stawellandsuttonmalletvhc@gmail.com

BOOKING FORM			
Contact Details			
Name:			
Organisation/Event::			
Address:			
Email:		Phone:	
Function Details			
Type of Function:			
Date of Hire:			
Times required:	Start time:	End time:	
Expected Attendance:			
Equipment Requirements:		Facility Requirements:	
Tables & Chairs	Y/N	Kitchen Facilities	Y/N
PA system	Y/N	Own use of bar?	Y/N
Projector	Y/N	Full bar facilities with staff?	Y/N
Table Clothes * see below	Y/N		
Tea Towels * see below	Y/N		
By entering into this booking, you agree to the conditions set out in relation to the use of the hall.			
Signature of Hirer :		Date:	
Booking Confirmed by:		Date:	

- Small fee for Village Hall to launder or Hirer can launder and return to the Village Hall within 48 hours

Payment in full or 50% deposit required at the time of booking, this is at the discretion of the booking secretary, any balance to be paid at least one calendar month before the event.
 Hirers will be held responsible for any accidental/malicious damage to the hall or equipment.

For full terms and conditions of use of the village hall please go to: www.stawellvillage.info

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE HIRE OF THE HALL
Signature **Name**