HALE VILLAGE HALL

**Function Booking Request (Hourly Charge Downstairs)**

I**,** Name: (please print)..................................................................................wish to book Hale Village Hall Committee Room on behalf of Club / Society / Organisation: ........................................................................................................................................................

Address:..........................................................................................................................................

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Post Code: ..................................................................................

Telephone: ...................................................................................................................................

Email: ...........................................................................................................................................

Type of function planned:.............................................................................................................

Date & Time:……………………………………………………………………………...................................................

Anticipated number of people attending:.............................

**I/We have read and will abide by the terms of hire for the use of Hale Village Hall**

**I/We understand that no property shall be left in the hall without prior consent and at my/our own risk**

**I/We accept responsibility for the actions of those attending our events**

Signature: ......................................................................

Date: ..............................................................................

**Booking time includes setting and cleaning up and the charge will be for the total time. £50 refundable deposit is required for all bookings. All fees payable in advance unless by prior agreement.**

Please complete and return this form to: Marjaana Batterbury, Hale Village Hall Booking Manager, Littlecroft, Hale Road, Hale, Fordingbridge, Hampshire, SP6 2NW

Or by email to halevillagehall@btinternet.com