HALE VILLAGE HALL

**Children’s Party Booking request form**

I wish to book, date & time.....................................................................................

Booking is for up to 4 hours including set up and tidying up. The cost for local hirers is £44, or £55 including the use of the kitchen. A £50 refundable deposit and the hire fee must be paid in advance to secure the booking.

Name: (please print)......................................................................................................................

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

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

Telephone: .......................................................Email: ...................................................................

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

Any other information regarding the proposed function (e.g. buffet, sit down meal, own catering, outside caterers): continue overleaf if necessary

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**I have read and agree to abide by the terms of hire for the use of Hale Village Hall**

**I agree that alcohol will not be served at this event**

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

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

 **This booking will only be confirmed on receipt of this completed form and full payment of the agreed booking fee and the refundable deposit.**

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