

VILLAGE HALL BOOKING PROCEDURE

- 1 Contact Booking clerk 01845 577315 (at Jan'15)

When availability and amount and method of payment confirmed

- 2 Read the rules
- 3 Complete the booking form
- 4 Print the form and give to the booking clerk to confirm booking
- 5 Agree time for payment and key collection/return

Cheques should be made payable to: Topcliffe and Asenby Village Hall