

TOPCLIFFE AND ASENBY VILLAGE HALL BOOKING FORM

Name

Organisation (if applicable)

Address

Daytime Telephone Evening Telephone Mobile

Date(s) and times of booking

Purpose of hire (if for children's party, state age range)

	Regular user (clubs and classes)	Current Cost			
		Parishioners	Non-Parishioners	External Use	Internal Use
Main Hall / Lower committee room / Upper committee room @ each	£5.00/hour	£5.50/hour	£10.00/hour		
Kitchen	-	-	-		
Tables					£1 each
Chairs					25p each
Crockery, cutlery, tablecloths				£5.00	£10.00
Music (PRS) per session				£1.00	-

A £25 deposit may be required which will be refunded if there are no complaints regarding the hiring.

Hall Information

The Village Hall is checked and cleaned weekly. It is a condition of the hire that all rooms are left in a clean and tidy condition. Any problems should be reported to the booking clerk Mrs Nuttall (577315).

Kitchen - No tea towels or dishcloths should be left in the kitchen area.

Lights - Ensure all lights are switched off before leaving the hall.

Heaters - See instructions posted near each heater control unit.

Dehumidifier - Please leave de-humidifier as found ie on or off.

Fire Safety - Read fire safety instructions posted at various locations in the hall.

I understand the above conditions and instructions are agree to them. I have been given a copy of the standard condition of hire and having read them agree to follow them.

Signed Date