

OFFLEY HAY VILLAGE HALL.

BOOKING FORM

Booking Information

Day and date of function.....

Type of function.....

Approx. Numbers Attending.....

Name of Hirer.....

Contact details.....

.....

Landline/Mobile No...../.....

Email.....

Period of Hire.....

Booking Costs

(Please see below for details of costs)

Total Hire Fee £.....

Booking Deposit £.....

Damage Deposit £..... (Separate Cheque)

Agreement

I have read and agree to Standard Conditions of Hire and I enclose the booking and damage deposits.

The balance of the booking fee is required on collection of the village hall keys.

Signed..... Date.....

Please print name.....

Please make cheques payable to Offley Hay Village Hall.

Maximum Persons Permitted

The maximum number of persons permitted to use the Hall at any one time is 140, as follows:

Main Hall: 100 people max.
Copmere Room: 40 people max.

Hire Rates

(Please remember to allow for setting up time, and cleaning up time.)

	Hire Fee	Booking Deposit
Per hour	£12	£12
Whole evening rate	£60	£30
Whole day	£96	£50
Overnight (per 24 hrs)	£120	£60
Weekend. Friday pm to Monday morning	£300	£150

Damage Deposit

A refundable damage deposit is required at the time of booking. This should be in the form of cash, or a separate cheque. The damage deposit will be returned after the event provided there have been no breakages or damage and that the grounds and building have been left in a clean and tidy condition.

Per hour of hire	£12, up to a maximum of £60
Whole evening rate	£60
Whole day	£60
Overnight (per 24 hrs)	£60
Weekend. Friday pm to Monday morning	£150