

HARTFORD VILLAGE HALL

HIRE APPLICATION FORM

(Please complete in block capitals and sign below)

NAME			
ADDRESS			
POSTCODE			
TEL NO	MOBILE		
DATE AND DAY OF HIRE			
TIME: FROM	TO		
FUNCTION			
Areas Required (please delete unwanted)			
HALL (£ 20 /hr)			
MEETING ROOM (£12/hr)			
KITCHEN			
The Function Will Include:			
BAND	YES/NO	A DISCO	YES/NO
A BAR	YES/NO	If yes you must arrange to obtain a license	
SPECIAL REQUESTS			
Cheques made payable to – Hartford Village Hall			
HIRE CHARGE DEPOSIT 50% -		(Required with this form)	
HIRE CHARGE BALANCE TO PAY -			

RETURNABLE DEPOSIT - £50 CASH (Returned after premises inspected) nb failure to clean up after an event or remove your rubbish will forfeit your deposit.

The details above are correct and I have read all the terms and conditions and agree to abide by them.(The hirer/user must be 21 years of age or over)

Signed:

Dated: