

HURSLEY PARISH HALL BOOKING FORM 2016

Enquiries to hursleyhallbooking@btinternet.com or telephone during normal working hours to 07816 355428

Please return this form by email or post to C Steele Blackberry Cottage 119 Bunstead Lane Hursley SO21 2LQ

NAME: _____

ORGANISATION: _____

ADDRESS: _____

_____ Post Code _____

Telephones: _____
daytime _____ Mobile _____

E-mail address: _____

Is the hiring mainly for the use of Residents of Hursley Parish? YES NO

Room(s) required (please tick)

Main Hall Archie Heath Room Both Rooms

Numbers attending: _____

Date required: Day _____ Month _____ Year _____

Hire Session (tick): Morning Afternoon Evening

Or Hours from _____ until _____

(The hall must be cleaned and vacated by the end of the hired time)

Would you like us to arrange for cleaning after your hire? YES NO

Our cleaning charge will be £30, but £50* if we have to clean after you without prior arrangement. Note the cleaning will **not** include the moving of furniture and **removal** of rubbish. All bottles **must** be removed from site. *Cleaning charges for adult parties and Weddings will need to be discussed with the Hall Manager**

BAR FACILITIES AND THE HIRE OF CROCKERY AND CUTLERY CAN BE DISCUSSED WITH THE HALL MANAGER

Purpose of Hire:

Special Requirements: _____

I confirm that I have read and agree the terms and Conditions of hiring. YES/NO

Signed _____ Date _____

PLEASE MAKE CHEQUES PAYABLE TO HURSLEY PARISH HALL

PLEASE NOTE THAT KEYS WILL NOT BE RELEASED TO YOU UNTIL FULL PAYMENT FOR HIRE HAS BEEN RECEIVED. A DEPOSIT TO CONFIRM AND HOLD THE DATE WILL BE REQUIRED REFUNDED ON RETURN OF KEYS (subject to adjustment following hire period).CHECKING FOR CLEANING AND ANY DAMAGE