



Sampfords' Village Hall - Booking Form

Finchingfield Road,
Great Sampford, Essex, CB10 2RL
Registered Charity No: 301319

REF NUMBER:

<u>Name of Organisation</u>	<u>Purpose of Hire</u>
<u>Contact Name</u>	<u>Contact Tel No:</u>

Contact Address

Date(s) Required

Times Required

<u>Facilities Required</u>	<u>Price</u>	<u>Y/N</u>	<u>Total</u>
Hall	£10 PER HR		
Parish Room*	£7.50		
Cooker	£10.00		
Extra Parking	£10.00		
Playground and Field	£25.00		

<u>Facilities Required</u>	<u>Price</u>	<u>Y/N</u>	<u>Total</u>
Stage Lights	£10.00		
Piano	£10.00		
Projection Screen	£10.00		
Music System	£10.00		

TOTAL HIRE CHARGE		
Deposit (separate Cheque)*		£100.00

Special instructions / requirements:

Will there be a Bar? If so, has the necessary licence been obtained. (NB. Hirers responsibility)	Licence Number:
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CHEQUES SHOULD BE MADE PAYABLE TO "SAMPFORDS' VILLAGE HALL"

* Any deposit cheques will be destroyed after the hire, unless retained to cover damage or over-runs on time and/or cleaning required.

I have read and agree to abide by the Conditions of Hire (on reverse). In Particular, I understand that the deposit may be retained if the booking runs over stated times or there is any damage.

Signed:

Date:

Booking accepted by:	Signed:	Date:
Deposit Paid	Full Payment Paid:	

Contact: Wendy Peacock - wend92@me.com Tel: 01799 586065 mob 07966513271