

Wacton Village Hall - Booking Form

Name of Hirer/Organisation:	
Contact Name (if difference to above):	
Address (including Postcode):	
Contact Telephone Number:	
Email Address:	

What Facilities Are You Booking?

Main Hall	
Meeting Room	
Date(s) Required dd/mm/yy	
Start Time	
Finish Time	
Will this Hire be (*delete as applicable):	One-Off Event Hire / Regular Hire

About The Event

Estimated Number of Adults Attending	
Estimated Number of Under 18s Attending	

Payment (*delete as applicable)

BACS is our preferred form of payment. Trustees reserve the right to charge a Handling Fee for cheques/cash payments.

BACS / Cheque / Cash*

N.B. The hirer is ONLY permitted access to the premises up to 30 minutes before and after the hire period in order to set up and clear away. The Committee reserves the right to charge for setting up and clearing away, or for separate kitchen use for example for catering purposes.

Hirers must ensure that adult to child supervision ratio requirements are met as follows:-

0-8 years-a parent or guardian should remain with the child

9-12 years- one adult to every eight children

13-18 years - one adult to every ten children

Your submission of this booking form confirms that you have read and agreed to abide by the Terms and Conditions of Hire for Wacton Village Hall.

Bookings secretary can be contacted on bookings@wactonvillagehall.co.uk or 01508 536639.