

MEDDON VILLAGE HALL HIRE AGREEMENT: **SINGLE FUNCTION BOOKING**

(RETAIN THIS COPY)

DAY AND DATE OF FUNCTION.....

OPENING TIME.....

CLOSING TIME.....

TYPE OF FUNCTION.....

Name, address, email and telephone number of parties involved:

Name and address.....

Telephone.....(mobile).....

Email.....

Equipment needed: chairs (no:....) tables (no:....)

sports equipment (specify):.....

Hall hire fee £.....Special deposit required £150

Total £.....Paid(date)

Cash/ Cheque (must be cleared before booking is confirmed)

I have read and understood the conditions of hire and agree to abide by them. I agree to pay the hire fee before use and be responsible for cleaning, and the storing of any equipment used.

I am over 21 years of age Yes/ No

Signature of Hirer (or responsible adult on behalf of hall use by juniors).....Date.....

Signature on behalf of Meddon Village Hall Management Committee.....

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