|  |
| --- |
| **Booking Form for the Hire of Abdon Village Hall 2022**  **The Hirer is required to complete, sign and return this form to the Secretary.** |

|  |  |
| --- | --- |
| Name of Hirer |  |
| Telephone |  |
| Email |  |
| Address |  |
| Date Hall Required |  |
| Time Hall Required  (start and end) |  |
| Purpose  (eg. meeting, wedding, event) |  |
| Facilities Required  (eg. car park, toilets, main hall, kitchen) |  |

**I have read, understood and agree to abide by the Terms and Conditions.**

|  |  |
| --- | --- |
| Signature of Hirer |  |
| Date |  |

**I have made a payment to Abdon Village Hall of:**

|  |
| --- |
| £ |

If either party has to cancel the booking for any reason, a full refund of the booking costs will be made within 14 days.

|  |
| --- |
| **Checklist for the Hirer on Exiting the Hall**   * Return tables, chairs, equipment etc. to where they were found. * Ensure that the Hall is left clean and tidy – there is a vacuum cleaner in the cloakroom. * Remove your property and any rubbish from the Hall. * Switch off all kitchen equipment. * Switch off all wall heaters and lights. * Lock all doors and windows, and hang keys back in the cloakroom. * Return the entrance key to the Secretary within 24 hours. |

**In the event of an emergency during the hiring, the Hirer must inform a member of the Village Hall Committee immediately.**

|  |
| --- |
| **Abdon Village Hall Committee contact details:**   * Secretary – Helen Audin – 01746 712365 [abdon.villagehall@gmail.com](mailto:abdon.villagehall@gmail.com) * Chair – Margaret Buckingham – 01746 712296 [mabuckingham20@gmail.com](mailto:mabuckingham20@gmail.com) * Deputy Chair – Alex Snow [alexzoesnow@gmail.com](mailto:alexzoesnow@gmail.com) * Treasurer – Bill Lewis – 01746 712407 [bill3301@outlook.com](mailto:bill3301@outlook.com) * Andy Collett - [woodyhouses@hotmail.co.uk](mailto:woodyhouses@hotmail.co.uk) * Penny Unitt – 01746 712530 [artypenny2017@hotmail.co.uk](mailto:artypenny2017@hotmail.co.uk) * Michael Whalley [mswhalley@icloud.com](mailto:mswhalley@icloud.com) * Simon Wedgewood [simon@spitalsquare.com](mailto:simon@spitalsquare.com) |