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

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| 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.**

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| Signature of Hirer  |  |
| Date  |  |

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

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| £  |

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

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

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