

# CLEE ST MARGARET VILLAGE HALL

As at Jan 2022

Booking Secretary: Lucy Wells

Telephone : 01584 823837

Email: lucywells@myphone.coop



**TO BOOK CSM VH, PLEASE COMPLETE THE FOLLOWING  
BOOKING FORM IN BLOCK CAPITALS**

DATE/S \_\_\_\_\_

NAME/and organisation \_\_\_\_\_

ADDRESS \_\_\_\_\_

POST CODE \_\_\_\_\_ TEL. NO \_\_\_\_\_ EMAIL \_\_\_\_\_

TIMES FROM \_\_\_\_\_ TO \_\_\_\_\_

(including set-up/clearing away time) Charges : minimum, £15.00 for 1<sup>st</sup> hour, £10.00 thereafter.

## ADDITIONAL HIRE CHARGES EQUIPMENT/SERVICES – please tick if required

	Charges	Required/number
<b>Staffed Bar Service</b>	<i>Nil. Drinks chargeable, glasses included.</i>	
<b>Hire of Glasses (incl. breakages)</b>	<i>Wine - per 25 £5 Champagne – per 25 £5 Cordial/half pint – per 25 £5 Pint – per 25 £5</i>	
<b>Large Coffee/Tea Flasks (10 person)</b>	<i>£1.00 each</i>	
<b>Small White Cotton Table Cloths Large Cream Damask Table Cloths</b>	<i>£1.50 each (includes laundering) £3.50 each (includes laundering)</i>	
<b>Projector/Microphone/Screen</b>	<i>£20</i>	
<b>Billiard/Pool Table</b>	<i>£10</i>	
<b>Skittles Alley</b>	<i>£20</i>	
<b>Full Cleaning Service</b>	<i>£100</i>	

**I/We as the Health and Safety ‘Responsible Person/s’ have read and understand my/our legal role and responsibilities as highlighted in the ‘Conditions of Hire’**

**Name & Signature** \_\_\_\_\_ **date** \_\_\_\_\_

**I/We have read, understood and agreed to the terms of ‘CONDITIONS OF HIRE’ and accept responsibility for any damage to the hall and its contents. I enclose a deposit of \_\_\_\_\_ as requested by the Booking Secretary; the full balance being payable 4 weeks prior to hire.**

*((Direct Transfer: Barclays Bank, Account: CSM Village Hall, Account Number: 40239275 Sort Code:20-53-22 or cheques payable to: **CSM VH**)*

**Name & Signature** \_\_\_\_\_ **date** \_\_\_\_\_