

PORLOCK VILLAGE HALL

BOOKING FORM/HIRE AGREEMENT

Charity number 304614

Date(s) required .....

Session(s) required:

Morning [ ] Afternoon [ ] Evening [ ] Late Finish Evening [ ]

Full day [ ] Full day - late finish [ ] **Parties and Weddings must book the whole premises and a £100 deposit is required**

User:

Private [ ] Local Group [ ] Commercial [ ] Event .....

Facilities required:

Large Hall [ ] Small Hall [ ] Meeting Room [ ]

Public Address System [ ] Car Park [ ] - *may be booked by arrangement*

Kitchen [ ] Bar Area [ ] Crockery [ ] Glasses [ ]

***If the sale of alcohol is to take place, the hirer is responsible for operating within the terms of the Halls Licence.***

Number to attend the function .....

Sale of alcohol to occur Yes / No

Name & address of hirer .....

(including Organisation name if relevant)

.....  
.....

Telephone Number ..... E-mail address .....

Payments:

Hiring charge ..... Method of Payment: Cash [ ] Cheque [ ]

Deposit **£100** Method of Payment: Cash [ ] Cheque [ ]

N.B. The Deposit will be returned to the above address, unless another payee and address are given. All or part of this may be retained at the discretion of the Village Hall Management Committee, if the facilities are not left in a satisfactory condition.

Please sign and date this agreement, confirming that you have read a copy of our Terms and Conditions of Hire and have understood them and agree to abide by them.

Signed .....

Dated .....

Signed on behalf of PVH .....

Dated .....

Correspondence Address: PVH Committee  
C/o Horner Mill  
Horner, Minehead  
TA24 8HY

Booking Clerk: Andy Short, Porlock Post Office  
High Street, Porlock  
Minehead TA24 8PY  
Phone: 01643 862429