

Sapperton Village Hall Fees and Booking form

Email: sappertonvillagehall@gmail.com

Name:

Address:

.....

.....

.....

Post Code:

Telephone:

email:

Date (s) required:

Start time

(Include setup time):

Finish time

(Include clear up time):

Approx number attending: Adults..... u18s.....

Purpose of Hire:

Bank Transfer details:

Lloyds Bank Cirencester

Sort Code: 30-92-06

Account Number: 00284562

Hall charges and total hire cost payable

Area:	Cost per hour	Total hours over period	Total Charge over period
Main Hall only	£10	£.....
Main Hall + Kitchen	£13	£.....
Main Hall + Mtg Room	£14	£.....
Meeting Room only	£6	£.....
Mtg: Room & Kitchen	£10	£.....
Whole Hall	£20	£.....
All weekend hire, Wedding etc Friday 9am to Monday 9am	£700 *		£.....

NOTE: See below *

Total Charge over period:	£.....
-20% Village Discount: (multiply Total Charge above by .80)	£.....
Total amount payable over period	£.....

Declaration:

I have downloaded read and accepted the Sapperton Village Hall T&C's

Signed:

Dated:

Please return this booking form to: sappertonvillagehall@gmail.com

*Deposits are necessary to secure bookings - we will advise you further upon your enquiry.

Full balance due 4 weeks prior to event/booking.

Weddings and larger party bookings will require an additional deposit of £200 which will be fully refunded upon the hall being left in suitable condition after use and confirmation of no damage. All rubbish must be taken away with you.

If Alcohol is to be sold then please refer to the T&C's document in relation to a Temporary Event Notice (TEN). Please discuss with the Sapperton Village Hall booking administrator for further details. An additional cost may be incurred.