

**BETLEY VILLAGE HALL**  
A Registered charity  
**BOOKING FORM FOR REGULAR USERS**

<b>Name of Hiring Organisation</b>		
<b>Contact name, address and 2 telephone numbers in case of emergency</b>	<b>Tel:</b>	<b>Tel :</b>
<b>Address to which invoice to be sent</b>		
<b>Which facilities do you wish to hire?</b>  Please insert your request on facility column using numbers 1 to 8	<ol style="list-style-type: none"> <li>1. Hall &amp; kitchen</li> <li>2. Hall, kitchen &amp; stage</li> <li>3. Hall, kitchen &amp; committee room</li> <li>4. Committee room</li> <li>5. Committee room with access to kitchen</li> <li>6. All premises- hall, kitchen, committee room &amp; stage</li> <li>7. Stage lights &amp;/or PA system</li> <li>8. Piano</li> </ol>	
<b>Any special requests your organization may have</b>		
<b>C O N D I T I O N S</b>	<p>Regular users hire the hall at a discounted rate. The Village hall committee reserves the right to cancel a booking (with advanced warning) for maintenance purposes or in exceptional circumstances. <b>There will be a charge of £15 for additional or lost keys.</b></p> <p>All hall users are required to :</p> <ul style="list-style-type: none"> <li>Treat the hall with respect &amp; report any damage or problems encountered to Village hall committee</li> <li>Ensure floors are swept, any spillages mopped up, remove excess rubbish</li> <li>Stack chairs in piles of 8 neatly in chair store, allowing access to the further storerooms.</li> <li>Wipe table tops after use &amp; stack them folded in trolley, opposite chair store main door</li> <li>Check water boiler in kitchen is turned off, all water taps are turned off &amp; toilets are clean</li> <li>Check all windows are securely closed</li> <li>Check all internal lights are turned off including fire exit light in main hall</li> <li>Check all external lights are turned off at bank of six switches in kitchen doorway ( NB except porch lights &amp; rear door light which have a delay timer)</li> <li>Ensure all external doors are locked &amp; keys returned to Village Hall committee representative.</li> </ul> <p style="color: red; text-align: center;"><b>I have read and agree to abide by the conditions.</b></p> <p style="text-align: center;">Signature .....</p>	
<p><b>Please complete 3 copies of this form including dates required ( see following pages)</b>  <b>One copy for yourself, one for the hall booking clerk and one copy for Ian Walton -</b>  <b>6 Court Walk, Betley, nr Crewe CW39DP or email <a href="mailto:treasurer@betleyvillagehall.org.uk">treasurer@betleyvillagehall.org.uk</a></b></p>		

Year <b>2017</b>	Days	Dates					Facility	From	Until
<b>September</b>	Mon								
	Tue								
	Wed								
	Thur								
	Fri								
	Sat								
	Sun								
<b>October</b>	Mon								
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<b>November</b>	Mon								
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	Thur								
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	Sun								
<b>December</b>	Mon								
	Tue								
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	Thur								
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Year <b>2018</b>	Days	Dates					Facility	From	Until
<b>January</b>	Mon								
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	Sun								
<b>February</b>	Mon								
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