

BETLEY VILLAGE HALL
A Registered charity
BOOKING FORM FOR REGULAR USERS

Name of Hiring Organisation		
Contact name, address and 2 telephone numbers in case of emergency	Tel:	Tel :
Address to which invoice to be sent		
Which facilities do you wish to hire? Please insert your request on facility column using numbers 1 to 9	1. Hall & kitchen 2. Hall, kitchen & stage 3. Hall, kitchen & committee room 4. Committee room 5. Committee room with access to kitchen 6. All premises- hall, kitchen, committee room & stage 7. Stage lights &/or PA system 8. Piano 9. Other - please specify -	
Any special requests your organization may have		

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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. **There will be a charge of £25 for additional or lost keys.**

All hall users are required to :

- Treat the hall with respect & report any damage or problems encountered to Village hall committee
- Ensure floors are swept, any spillages mopped up, remove excess rubbish
- Stack chairs in piles of 8 neatly in chair store, allowing access to the further storerooms.
- Wipe table tops after use & stack them folded in trolley, opposite chair store main door
- Check water boiler in kitchen is turned off, all water taps are turned off & toilets are clean
- Check all windows are securely closed
- Check all internal lights are turned off including fire exit light in main hall
- Check all external lights are turned off at bank of six switches in kitchen doorway (NB except porch lights & rear door light which have a delay timer)
- Ensure all external doors are locked & keys returned to Village Hall committee representative.

I have read and agree to abide by the conditions.

Signature

Please complete 2 copies of this form including dates required (see following pages) One copy for yourself, and one for the hall booking clerk .

Year 2019	Days	Dates					Facility	From	Until
September	Mon								
	Tue								
	Wed								
	Thur								
	Fri								
	Sat								
	Sun								
October	Mon								
	Tue								
	Wed								
	Thur								
	Fri								
	Sat								
	Sun								
November	Mon								
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December	Mon								
	Tue								
	Wed								
	Thur								
	Fri								
	Sat								
	Sun								

Hall Booking Clerk -
Diana Woods, Highfields, New Rd Wrinehill, Nr Crewe, CW3 9BY
Email hallbooking@dianawoods.co.uk

Year 2020	Days	Dates					Facility	From	Until
January	Mon								
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	Wed								
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February	Mon								
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