

# BETLEY & DISTRICT VILLAGE HALL

A Registered charity, No 510948

## 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 9	<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> <li>9. Other - please specify -</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 £25 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>• 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>	
<b>Please complete 2 copies of this form including dates required ( see following pages) One copy for yourself, and one for the hall regular bookings clerk .</b>		

Year <b>2021</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								
	Fri								
	Sat								
	Sun								
<b>December</b>	Mon								
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	Wed								
	Thur								
	Fri								
	Sat								
	Sun								

Regular Bookings Clerk -  
 Jackie Hemmings  
 Email [betlevillagehall@googlemail.com](mailto:betlevillagehall@googlemail.com)

<b>Year 2022</b>	<b>Days</b>	<b>Dates</b>					<b>Facility</b>	<b>From</b>	<b>Until</b>
<b>January</b>	Mon								
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