

RAKE VILLAGE HALL AND RECREATIONAL GROUNDS CHARITY

Brewells Lane, Rake, Liss, Hampshire, GU33 7JA

BOOKING FORM

Name of Hirer	
Address	Post Code
Telephone	Mobile
E-mail	
Name of Responsible Person <i>(must be present throughout the hire)</i>	
Address	Post Code
Telephone	Mobile
E-mail	
Date/s of Hire	
Time/s of hire	

Purpose of Hire *(Please describe your use of the hall/premises)*

Furniture required	Tables 6ft x 2ft	Chairs
Use of Kitchen	Yes / No <i>(please delete)</i>	Hirers must provide their own drying up cloths
Use of Recreation Grounds	Yes/ No <i>(please delete)</i>	Hirers are not able to have exclusive use of the Recreation Grounds

Amount due £

PLEASE MAKE CHEQUES PAYABLE TO 'RVHMC'

Booking Conditions

I and my responsible person undertake to abide by the Standard Conditions of Hire for Rake Village Hall and Recreation Ground. I understand that if I fail to give 14 days notice of a cancellation of hire, the full fee is payable and no refund will be made. I understand that I am responsible for the cost of repairs and replacements for damage and losses occurring in the duration of hire.

Hirers are not covered by the charity's public liability insurance. For public events please ensure you have purchased your own public liability insurance.

Please complete, print, sign and return both this form and the Standard Conditions of Hire to the Bookings Secretary: Debbie Jelley. Tile Cottage, Primrose Lane, Liss, Hants. GU337HG

The two forms with payment must arrive no less than one calendar month before the date of hire.

Signed:

Date:

Office use only

Countersigned: Officer of the RVHMC.

Amount received £

Cheque/cash

Date: