

**STEDHAM MEMORIAL HALL TRUST**  
*Registered Charity 305427*

**BOOKING FORM**

I hereby apply to hire Stedham Memorial Hall for the purpose of

\_\_\_\_\_

On (date) \_\_\_\_\_

From \_\_\_\_\_ am/pm                      Until \_\_\_\_\_ am/pm

I enclose the stipulated fee of \_\_\_\_\_

I enclose a separate cheque for the deposit of £50 made out to the “**Stedham Memorial Hall Trust**”. Provided the premises are left clean and tidy and there has been no damage to the building or contents, the keys and the user’s checklist (completed and signed) are returned, the deposit cheque will be destroyed.

I undertake to pay all costs of making good any damage done during the hiring, howsoever caused.

I further undertake not to sublet the premises and I have read, and agree to abide by, the Conditions of Letting.

Is Alcohol to be sold?.....Yes / No

Is a Public Entertainment schedule required?.....Yes / No

Name .....

Address .....

..... Post code .....

Telephone ..... Mobile .....

Please provide a mobile number for the Hirer on the day the Hall is to be used.

If on behalf of a Society, organisation or company state name here.....

.....

I agree to abide by the CONDITIONS OF LETTING, and I have read the THE FIRE PROCEDURE details found at <http://stedhamvillagehall.com>

Signed ..... Date .....  
(Must be signed by a householder or parent)

Please return with payment to:-   Rose Hubbard, Rosemary Cottage, The Street, Stedham,  
Midhurst, West Sussex GU29 0NQ

Please make cheques payable to “**Stedham Memorial Hall Trust**”