

STEDHAM MEMORIAL HALL TRUST

BOOKING FORM. (Registered Charity 305427)

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

On (date) _____

From _____ am/pm Until _____ am/pm

I agree to pay the stipulated hire fee of _____

I enclose a separate cheque for the deposit of £50 made out to “**Stedham Memorial Hall Trust**”. Provided the premises are left clean and tidy and there has been no damage to the building or contents and the keys 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.

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

If “Yes” to the above, I agree to obtain the required licence (Booking secretary has the form).

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

If “Yes” to the above please ask the Booking Secretary for the required form.

Name

Address

..... Post code

Telephone Mobile Email

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 have read and agree to abide by the SMHT BOOKING CONDITIONS OF HIRE, H&S CONDITIONS OF HIRE, FIRE PROCEDURE-ESCAPE PLAN and SAFEGUARDING POLICY, details of all these documents being found for download 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**”