

WALLOPS PARISH HALL – BOOKING AGREEMENT

This Agreement was made on the date (1) and between the Hall Management Committee (2) and the Hirer (3) named below whereby in consideration of the sum(s) mentioned (4 and 5):

A. The Hall Committee agrees to permit the Hirer to use the premises (6) for the purposes (7) and for the period (8) described below:

1. Date of Agreement:

2. The Wallops Parish Hall Management Committee whose Authorized Representative is the Hall Bookings Clerk.

3. The Hirer:

- a. Name:
- b. Address:
- c. Post Code:
- d. Telephone Number:
- e. Email Address (Optional):

4. Hiring Fee (Enclosed):

5. Deposit (Enclosed): £100.00

6. Premises: The Wallops Parish Hall - Large Hall / Small Hall / Both Halls.
(Please circle.)

7. Purpose of Hire:

8. Numbers Attending (Approximate): Adults: _____ Children: _____

9. Period of Hire:

- a. Date(s) of Hire: _____
- b. Start Time: _____ End Time: _____

B. The Hirer, being over the age of 21, has received, read and agrees with the Hall Management Committee to observe and perform the provisions and stipulations listed in the Terms and Conditions of Hire of the Wallops Parish Hall.

Signature of Hirer _____ **Date** _____

Please return the completed booking form together with a cheque for the booking fee and a separate cheque for the deposit (£100.00) to:

The Hall Bookings Clerk, 81 Pound Road, Over Wallop, Stockbridge, Hampshire SO20 8JU.

(Please contact the Hall Bookings Clerk beforehand if you wish to pay by cash.)

Cheques are to be made payable to the 'Wallops Parish Hall'.

If a receipt is required please enclose a stamped addressed envelope.

For Office Use Only

Date Received: Deposit Received:

Checked after Use: Clean:

Comments: