

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 (9) described below:

1. **Date of Agreement:**

2. **The Wallops Parish Hall Management Committee** whose Authorised Representative is the Hall Secretary/Treasurer

3. **The Hirer:**

a. Name:

b. Address:

c. Post Code:

d. Telephone Number:

e. Email Address:

4. **Hiring Fee** payable on booking:

5. **Deposit** payable on Booking: £100.00

Bank details: A/C Name: **Wallops Parish Hall** Sort Code: 30-90-21 A/C No: 00812953

6. **Premises:** The Wallops Parish Hall – Large Hall / Small Hall / Both Halls / Snug (*please circle*)

7. **Purpose of Hire:**

8. **Numbers Attending** (Approximate): Adults: Children (*aged 17 & under*):

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.**

Your Bank Details for the purpose of returning your deposit:

Account Name:

Sort Code:

A/C No:

Signature of Hirer

Date

Please email the completed booking form to reservationswph@outlook.com

For Office Use Only

Date Received

Deposit Received.....

Checked after use.....

Clean.....

Comments.....