



# Sampfords' Village Hall - Booking Form

Finchingfield Road,  
Great Sampford, Essex, CB10 2RL  
**Registered Charity No: 301319**

REF NUMBER:

<u>Name of Organisation</u>				<u>Purpose of Hire</u>			
<u>Contact Name</u>				<u>Contact Tel No:</u>			
<u>Contact Address</u>							
<u>Contact email</u>							
<u>Date(s) Required</u>							
<u>Times Required</u>							
<u>Facilities Required</u>	<u>Price</u>	<u>Y/N</u>	<u>Total</u>	<u>Facilities Required</u>	<u>Price</u>	<u>Y/N</u>	<u>Total</u>
Hall	£15 PER HR						
<b>TOTAL HIRE CHARGE</b>							
Deposit (separate Cheque)*							<b>£100.00</b>
<u>Special instructions / requirements:</u>							
Will there be a Bar? If so, has the necessary licence been obtained. (NB. Hirers responsibility)				Licence Number:			

**PLEASE MAKE PAYMENT DIRECT TO OUR ACCOUNT No: 52368302 SORT CODE: 09 01 51**

**DEPOSIT CHEQUES SHOULD BE MADE PAYABLE TO "SAMPFORDS' VILLAGE HALL"**

\* Any deposit cheques will be destroyed after the hire, unless retained to cover damage or over-runs on time and/or cleaning required.

I have read and agree to abide by the Conditions of Hire (on reverse). In Particular, I understand that the deposit may be retained if the booking runs over stated times or there is any damage.	
Signed:	Date:
Booking accepted by: <u>GARY SWAIN</u> Signed _____ Date: _____	
Deposit Paid _____ Full Payment Paid _____	

Contact: Gary Swain - Email: gary.swain@thesampfords-pc.gov.uk