



# Stanpit Village Hall



162 Stanpit, Christchurch, Dorset. BH23 3NE

**PLEASE FILL IN AND PRINT**

## STANPIT VILLAGE HALL 'SINGLE USE' BOOKING FORM

Registered Charity No. 301783

Event type (e.g. child's party):.....

FACILITY	DATE	START	FINISH	HOURLY RATE	TOTAL:
MAIN HALL				£11.00	£
MABERLY ROOM (downstairs)				£7.00	£
HARBOUR VIEW (upstairs)				£7.00	£

**Please check the online calendar for availability before booking.**

I ENCLOSE:

1. Full payment for the above event. (Cash/cheque accepted: payable to Stanpit Village Hall)
2. Event security cheque/cash of £100 (payable to Stanpit Village Hall)

This covers for any accidental damage or professional cleaning requirements. Once the event is completed and the room checked for compliance with Conditions of Hire, the cheque is destroyed/cash return arranged.

HIRERS ARE RESPONSIBLE FOR SETTING UP AND PUTTING AWAY.

THEY ARE ALSO **RESPONSIBLE FOR CLEANING THE ROOM AFTER USE**. THIS INCLUDES, BUT IS NOT LIMITED TO: CLEANING KITCHEN AREAS, CHECKING TOILETS, CORRECTLY PUTTING AWAY ANY CROCKERY, SWEEPING THE FLOOR, WIPING TABLES, EXCESS RUBBISH REMOVED FROM PREMISES.

By submitting this form, I confirm that I have read, understood and agree to comply with the above, and the full Conditions of Hire (available on SVH website).

NAME of person making booking:.....

ORGANISATION:.....

ADDRESS:.....

POSTCODE:.....

PHONE:.....

EMAIL:.....

SIGNATURE:.....

Please retain one copy of this form and return the other to:  
**Tracey Waters 5 Johnstone Road, Christchurch, BH23 3NG Telephone:  
07973 894 222.**  
**DO NOT** deliver to the hall.