

Pleshey Village Hall Booking Form

Name of hirer:		
Address for correspondence:		
Telephone number:		
E-mail address:		
Date of function:		
Description of function:		
Start time:	Finish time:	Number of hours:
Total cost: (number of hours X appropriate rate)		
Do you intend to sell alcohol? YES/NO (please note that if you are selling alcohol you will need to apply for a licence, post a copy to the booking clerk 7 days in advance and display it at the Hall)		
Where did you hear about Pleshey Village Hall:		
Signature of hirer: I agree to comply with the Terms and Conditions attached.		

Hirers are reminded that adequate time should be booked at the beginning and end of functions for setting up and to ensure that the Hall is left in a clean and reasonable condition. If you are attaching a marquee this includes the full time it will be on site as no other bookings would be accepted for that period.

Full payment is required for the release of the Hall keys. The keys will only be made available for the period of hire.

Deposit: to secure your provisional booking please return a damage deposit cheque for £75 made payable to Pleshey Village Hall. This will be held and returned after your letting provided the Hall is left in reasonable condition.

Please return to : **Annette Percy, Pleshey Hall Cottage, Back Lane,
Pleshey, Chelmsford, Essex, CM3 1HJ
Tel: (01245) 237530**