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| **HIRER DETAILS:**  **Please complete the following details in full.** | | | |
| Full name of hirer: | Click here to enter text. | Resident of Dorney Parish:  BOOKING REFERENCE: | Yes ☐ No ☐ |
| Address: | Click here to enter text. | | |
| Post code: | Click here to enter text. | Contact telephone: | Click here to enter text. |
| Email address: | Click here to enter text. | | |
| Deposit cheque refund payable to: | | Click here to enter text. | |

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| --- | --- | --- | --- |
| **EVENT DETAILS:**  **Hire times include setting up and clearing away, no extra time is allowed for this.** | | | |
| Purpose of hire: | Click here to enter text. Number of guests | | |
| Day: | Choose an item. | Date: | Click here to enter text. |
| Time of access: | Click here to enter text. | Time of departure: | Click here to enter text. |
| Will music be played: | Yes ☐ No ☐ | Type of music: | Choose an item. |

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| --- | --- |
| **HIRE FEE DETAILS:**  **Please refer to hire charges on website.** | |
| Hire fee due. (number of hours x rate per hour) | £Click here to enter text. |
| Damage deposit due: | £100 |
|  |  |

**KEY COLLECTION & RETURN:**

**A key safe is located in the phone box opposite 39 Harcourt Road. Keys should be collected and returned here. Further details and your personal code will be emailed on receipt of full payment. Your deposit will be refunded on satisfactory inspection of the hall and return of the keys.**

Please click the box below to confirm acceptance of our terms and conditions and return the form by post (to the address below) or email to [enquiries@dorneyvillagehall.com](mailto:enquiries@dorneyvillagehall.com). Payment of the hire and damage deposit fees should be made as follows:

a. Hire fee: this should be paid by BACS transfer (preferred method) to Dorney Village Hall, Barclays Bank plc, Sort code 20-97-09, Account Number 70558060, quoting the booking reference number given above, OR by cheque.

1. Damage depost: this should be paid by a separate cheque (dated one month prior to the event) and made payable to Dorney Village Hall and sent to the address below.

I wish to hire the DORNEY VILLAGE HALL at the times and for the purpose stated above, which I

warrant correct. By clicking this box I confirm that I am over 25 years of age and have read, understood and **agree to abide by the conditions of hire as appended to this application. ☐**

Signed:………………………………………………………..…… Print Name:………………………………..…………………………..

Date:…………………………………………………………………