

# DORNEY VILLAGE HALL – BOOKING FORM

## HIRER DETAILS

Please complete the following details in full.

Full Name of Hirer:	
Address:	
Postcode:	
Email Address:	
Booking Reference:	
Resident of Dorney: Yes/No	
Telephone:	

## EVENT DETAILS

Hire times include setting up and clearing away, no extra time is allowed for this.

Day:	
Date:	
Time of access:	
Time of departure:	
Purpose of Hire:	
Number of guests:	
Will music be played: Yes/No	
Type of music:	

## HIRE FEE DETAILS

Please refer to hire charges on website

Hire Fee Due: (Number of hours x Hire Fee per hour)	
Damage Deposit Due:	

A damage deposit is payable (£100 for Non-Residents, £50 for Residents), but will be refunded to you (or your cheque will be torn up) on satisfactory inspection of the Hall and return of the key after the event.

### Payment of the hire fees and damage deposit should be made as follows:

- Hire fees: preferably by bank transfer to Dorney Village Hall, Barclays, sort code 20-97-09, account number 70558060, quoting the booking reference, or by cheque
- Damage deposit: preferably by (a separate) cheque, at least one month before the event, made payable to Dorney Village Hall. If paid by bank transfer, give your bank account details to which the deposit should be refunded if everything is satisfactory:

<b>Account Name:</b>	<b>Sort code:</b>	<b>Account No:</b>
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The keys to the hall should be collected from and returned to the key safe located at the Village Hall. The code to the key safe will be emailed to you on receipt of full payment of the hire fee and deposit.

Please either sign the form to confirm acceptance of our terms and conditions and post the signed form to the address below or tick the box below to confirm acceptance and return the form by email.

**I wish to hire Dorney Village Hall for the time and purpose stated above, which I warrant to be correct. I confirm that I am over 25 years of age, that I have read and understood the Hire Agreement and Conditions of Hire and I agree to abide by them.**

Signed:	Print name:	Date:
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Mail to: Bookings Secretary, Dorney Village Hall, c/o Shepherds Close, Dorney, Windsor, SL4 6QW  
Or Email: [enquiries@dorneyvillagehall.com](mailto:enquiries@dorneyvillagehall.com)