

## STRATTON (DORSET) VILLAGE HALL BOOKING FORM For Single Day or Part Day Events

You may either:

- Print the form and complete by hand, return by post or deliver to the Village Hall post box.

OR

- Complete the form using Microsoft Word, Apple Pages, or equivalent and return by email.

<b>Name:</b>		<b>Event or Organisation</b>				
<b>Day &amp; Date:</b>		<b>Approximate Number Attending:</b>				
<b>Start Time:</b> <small>(to include setting up time)</small>		<b>Finish Time:</b> <small>(to include clearing-up time)</small>				
<b>List of required dates for multiple bookings:</b>						
<b>Address:</b>						
<b>Telephone:</b>		<b>Email:</b>				
<b>BOOKING REQUIREMENTS</b>	<b>Stratton Residents and Stratton Social Groups</b>			<b>Other Users, Commercial and Public Organisations</b>		
<b>Room(s) Required:</b>	<b>Charge</b>	<b>No of Hrs</b>	<b>Hire £</b>	<b>Charge</b>	<b>No of Hrs</b>	<b>Hire £</b>
Aylott Room (up to 30)	£4 / hour			£7.50 / hour		
Ashley Hall (up to 150)	£6 / hour			£9.50 / hour		
Whole Building	£10 / hour			£17 / hour		
<b>Facilities Required:</b>	<b>Charge</b>		<b>Hire £</b>	<b>Charge</b>		<b>Hire £</b>
Laptop Projector & Screen	£5	YES / NO *		£5	YES / NO *	
Flipchart	£5	YES / NO *		£5	YES / NO *	
Public Address System	£5	YES / NO *		£5	YES / NO *	
Freezer	no charge	YES / NO *	n/a	no charge	YES / NO *	n/a
	<b>Total Hire Charge:</b> £			<b>Total Hire Charge:</b> £		
<b><i>The Kitchen is a shared facility for all hirers, if you require <u>exclusive</u> use please book the whole building</i></b>						
I have read, understand and agree to abide by the Terms and Conditions of Hire and the Public Safety of the Stratton Village Hall and accept responsibility for maintaining them						
<b>Signature:</b>				<b>Date:</b>		
<b>DEPOSIT:</b> <ul style="list-style-type: none"> <li>• For hirings up to the value of £40 please pay the full amount at the time of booking.</li> <li>• For hire charges more than £40 please pay a deposit of 50% of total hire charge at the time of booking, the balance paid after your event.</li> <li>• Commercial bookings may request to be invoiced after the event.</li> </ul>				<b>£ Deposit to be paid by:</b>		
				Cash	Cheque	BACS
				£	£	£
Cheque payable to <i>Stratton Village Hall</i> or please contact the booking secretary for bank details						
<b>The booking form is to be returned by post or email</b> The Booking Secretary, Village Hall, The Square, Stratton, Dorchester, Dorset. DT2 9WG Email to: strattonvillagehall@gmail.com						

Form Version: June 2019

\* delete or strikethrough as appropriate (if neither option is selected, the Booking Secretary shall assume "No")