



WEST END VILLAGE HALL

(TRINGHAM HALL)

BENNER LANE, West End, Woking, GU24 9JP

APPLICATION FOR THE HIRE OF THE HALL

I/We the undersigned, hereby make an application for the hire of West End Village Hall, (Tringham Hall) Benner Lane, West End, GU24 9JP

On (Date).....

From.....a.m./p.m. to.....a.m./p.m.

For the purpose of holding a.....

And undertake to observe and be bound by the Regulations and Conditions of Hire, which I/we have read and accept.

Do you require the use of the kitchen?	Yes/No
Do you require the use of the tables?	Yes/No
Do you require the use of the chairs?	Yes/No
Do you require the use of the PA System?	Yes/No
Do you require the use of the screen and projector?	Yes/No
Will you be selling alcohol	Yes/No

Name of Hirer (This person MUST remain on the premises for the whole period of the event)

Full Name			
Address:			
Telephone Number:			
Signed:		Date:	

A booking fee of at least 25% must be paid on booking.

An additional good order deposit of £200 over and above the full cost of hire must be paid at least 14 days before the event in the case of wedding receptions, private parties and discotheques.

Please return this form together with deposits to Mr. & Mrs Thorpe at the Hall. Bank details: Sort Code 09-01-55, Account Number 44655508. Cheques should be made payable to West End Village Hall Management Trust.

The West End Village Hall Management Trust expects the Hall to be left in a clean and tidy condition. Chairs should be stacked neatly against the walls three high. All electrical apparatus including lights and kitchen appliances must be switched off before leaving the premises. Failure to comply with these requests will result in whole or partial retention of the good order deposit if additional costs are incurred.