# WEST END VILLAGE HALL

## (TRINGHAM HALL - 01276 857 307)
## BENNER LANE, West End, Woking, GU24 9JP

**REGULAR USERS' HALL HIRE APPLICATION FORM (VERSION 1 2024)**

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 the following dates and times.

| Date and Times | | | Facilities Required (Yes/No) | | | |
|---|---|---|---|---|---|---|
| **Date** | **Start Time** | **End Time** | **Kitchen** | **Tables** | **Chairs** | **PA System** |
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For the purpose of

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

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

| | | |
|---|---|---|
| Full Name | | |
| Address: | | |
| Telephone Number: | | |
| Signed: | | Date: |

**Please return this form to Mrs Thorpe at the Hall. Bank details: Sort Code 20-97-58, Account Number 10929298. 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 additional charges.