

Over Peover Village Hall Booking Form

Date of Event _____ Type of Event _____

Hall required from: _____ To _____

(Time to include setting and clearing up)

Contact Details: Name _____

Address _____

We ask that you observe a few rules when hiring the hall

***PLEASE DO NOT PARK ON THE RED TARMAC. MUST BE KEPT CLEAR AT ALL TIMES. IT IS AN ACCESS ROAD FOR OUR NEIGHBOURS** Please park on Stocks Lane if no spaces are available

*Please keep noise and disruption to a minimum for our neighbours

*Please do not move the piano or the partition doors

*Please do not drag tables and chairs as this scratches the floor

*Please do not stick, pin or nail anything on the walls as it will damage them

*We do not have a bin collection, please take your rubbish away with you

*Please ensure that all lights, heaters and water are turned off before you leave

* Please do not use any untested electrical equipment

*Please note that the hall is a no smoking building

*Please familiarise yourself with the fire evacuation procedure and signage

*Please ensure you return all hall furniture to where it was after your event

*The Village Hall Management Committee takes no responsibility for the loss or theft of items

Signed:

The cost of hiring the hall is £20 for the first hour and £10 per hour thereafter

A deposit of £10 is required to secure the booking. Remaining balance to be paid on the date of hire.

Please make cheques payable to 'Over Peover Village Hall Management Committee'

Send a signed copy of this booking form and cheque to:

Shareen Worthington

1 Woodlands End

Chelford

Macclesfield SK11 9BF

For Office Use: Deposit:

Balance: