

## Over Peover Village Hall Booking Form

Date of Event \_\_\_\_\_ Type of Event \_\_\_\_\_

Hall required from: \_\_\_\_\_ To \_\_\_\_\_

(Time to include setting up and clearing away)

Contact Details: Name \_\_\_\_\_ Tel \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_

### 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 these can scratch 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:**

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The cost of hiring the hall is £20 for the first hour and £10 per hour thereafter. Please note that, from October to March inclusive, an additional charge of £10 is payable to cover heating costs.

A deposit of £10 is required to secure all bookings. Remaining balance to be paid at least two days before hire.

Please make cheques payable to 'Over Peover Village Hall Management Committee' or pay online - HSBC sort code 40-26-25 account number 91038052

If paying online, please email a completed copy of this booking form to [villagehall@overpeover.com](mailto:villagehall@overpeover.com)

If paying by cheque, please send the completed booking form and payment to:

Shareen Worthington, 1 Woodlands End, Chelford, Macclesfield. SK11 9BF

For Office Use: Deposit:

Balance: