

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:

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 payments online to HSBC sort code 40-26-25 account number 91038052. If paying by cheque, please make it payable to 'Over Peover Village Hall Management Committee'

Completed booking forms and queries should be emailed to villagehall@overpeover.com If urgent, please call 07568 574474.

For Office Use: Deposit:

Balance: