Kilndown Village Hall Booking Form

Contact name: _____

Name of organisation (if applicable): _____

Address: _____

Postcode: _____
Telephone number: _____
Mobile Number: _____
Email address: _____

Date required: _____ Time: _____

Type of event: _____

Approximate number attending: _____

Hire charges:	Private booking	Day rate £13 hour		Evening rate (from 6pm) £18 hour	
Please tick rate as applicable	Village organisations*	Day rate £8 hour		Evening rate (from 6pm) £8 hour	
		Whole day £100		Evening party £200	

*E.g. Kilndown Horticultural Society, Community choir etc

Hire of dinner service £1 per setting, please indicate number of settings required ☐

Deposit against damage: Evening parties £150 Other hires £30

The deposit cheque will only be cashed if the hall is not left in good order and refuse not removed

Setting up and clearing away time should be included in your hire period

Total hours booked: ☐ Hourly rate: ☐ Total hire: ☐

Hire of dinner service: ☐

	CHEQUE	BACS
Total:		

Damage Deposit: ☐

I enclose a cheque for the total shown above, plus a separate cheque for the damage deposit if one has been requested.
Please make cheques payable to **Kilndown Parish Hall Trust Fund** and write your cheque guarantee number on the back.
Alternatively, BACS payments can be made to the account below.

I confirm that I have received and read a copy of the Kilndown Village Hall Conditions of Hire

Signed: _____ Date: _____

Please return this form with damage deposit to the address below, this will confirm your booking.

Tracy Roberts
Rosemary Cottage
Church Road
Kilndown, Cranbrook
Kent TN17 2RZ

Lloyds Bank
Sort 30-98-77
Account 00478299