

## 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 £16 hour	<input type="text"/>	Evening rate (from 6pm) £22 hour	<input type="text"/>
<small>Please tick rate as applicable</small>	Village organisations*	Day rate £8 hour	<input type="text"/>	Evening rate (from 6pm) £8 hour	<input type="text"/>
		Whole day £100 9-5pm	<input type="text"/>	Evening party £200	<input type="text"/>

\*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:

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.

Eve Banfield  
36 Halden Field  
Rolvenden

Kent TN17 4BX

**Lloyds Bank**  
**Sort 30-98-77**  
**Account 00478299**