

# CAPEL VILLAGE MEMORIAL HALL

## BOOKING FORM – 2013

Please complete and return this form to:-

Helen Margetts, The Old Vicarage, Vicarage Lane, Capel,  
Surrey RH5 5LN - 01306 711790 – hmargetts@gmail.com

Details of Hirer:-

Organisation:

Name of Hirer:

Address:

Post Code:

Phone:

Mobile:

e-mail:

Details of Event:-

Type of function:

Date:

Times:

(to include setting up and clearing up)

Total Hours @ £17 per hour =

MUSIC? –YES / Live\*Disco : BAR? –YES / Paid\*Free

Use of Kitchen & Equipment - YES \* (additional £15)

\* delete as necessary

Organisers of Large Evening Functions - i.e. wedding receptions / parties / dances etc - will be charged an additional £50 as deposit to cover potential extra cleaning and / or possible damage - refundable on final inspection.

I enclose 50% hire fee = £            for this booking, plus £50 extra “cleaning and damage” deposit (where applicable) - cheque payable to

“ Capel Village Memorial Hall”

- the balance of £            to be paid in full latest on collection of key from:-

13 Mortimer Road, Capel – or as otherwise agreed.

I have read the “Health & Safety Policy” & “Conditions of Hire” and accept and agree to abide by these.

Signed.....Date.....

Name.....

Return of this completed form with 50% fee will confirm booking

Ref: