

# Langtree Parish Hall Booking Form

Charity number: 1068242

**Booking secretary**

Sue Lee  
01805 601 602

Dates/times required

	Time	Day	Date
Start:	:		__/__/____
End:	:		__/__/____

## Hirer contact details

Name:	
Address:	
Organisation: (if relevant)	
Telephone number:	
Email address:	

## Function details

Nature of function:	
Number to attend:	
Facilities required:	<input type="checkbox"/> Main Hall <input type="checkbox"/> Kitchen <input type="checkbox"/> Committee Room <input type="checkbox"/> Leader Room <input type="checkbox"/> Bar

*N.B. Private parties, weddings and other events requiring bar facilities must use the service provided by the Parish Hall Committee. There is a charge of £20 for this. Corkage if required is available at £3.00 a bottle.*

## Payments

Hiring Charge	£	Method of Payment:	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Deposit	£ 100.00	Method of Payment:	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque

*N.B. The deposit will be returned to the above address unless another payee and address are given. All or part of this may be retained at the discretion of the Parish Hall Committee, if the facilities are not left in a satisfactory condition.*

**Cheques are to be made payable to Langtree Parish Hall or via a bank transfer** (details available on request)

Please sign and date this agreement confirming that you have read the terms and conditions and have understood them and agree to abide by them.

Signed:

Date:

Booking secretary - Sue Lee - 01805 601 602

Return to: Sue Lee, The Old Rectory, Dragon Hill, Langtree, Torrington, Devon, EX38 8NF