

# Langtree Parish Hall Booking Form/Contract

Charity number: 1068242

Dates/times required

**Booking secretary**  
Sue Lee  
01805 601 602

	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"/> Whole hall <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 is £5.00 a bottle, if supplying own drinks they must be presented to a committee member prior to the event so that the corkage due can be agreed.*

## Payments

Booking Fee of £100 for the venue	Method of Payment:	<input type="checkbox"/> BACS	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque
Hiring full charge of £	Method of Payment:	<input type="checkbox"/> BACS	<input type="checkbox"/> Cash	<input type="checkbox"/> Cheque

*N.B. The £100 booking fee 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 to:**

Account name: Langtree Parish Hall

Sort code: 09-01-55

Account: 48983801

Please sign and date this booking form/contract confirming that you have read, understood and agree to abide by the terms and conditions.

Name: \_\_\_\_\_ Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Booking secretary - Sue Lee - 01805 601 602  
The Old Rectory, Dragon Hill, Langtree, Torrington, Devon, EX38 8NF