

Whitchurch Parish Hall Booking Form

To be completed by hirer

Name of Hirer:		
Address		
Organisation (if any)		
Purpose of hiring		
Period of hiring –	From: Date/Time	To: Date/Time
Storage Requirements		
Do you wish to serve or sell alcohol? <i>Note: You will be contacted about the requirements for the use of the Hall if alcohol is to be served and/or sold</i>		Yes No

Individual Hirers Only I am content/ not content* for the Parish Hall Committee to recover basic rate tax on my payment. [Please delete* as appropriate. You must be paying income or capital gains tax for the Committee to claim the refund.] *This is at no cost to the individual hirer, but benefits the Hall; higher rate tax payers can claim an additional refund on the hire charge as it is a charitable payment.*

The Hirer agrees to the terms and conditions contained in the Committee’s “Rules for the Hire of Whitchurch Parish Hall” and the “Fire and Safety Instructions”, copies of which are attached.

Signed by
(The Hirer/for and on behalf of the Hirer)

Please print name

Date:

To be completed by Hiring Secretary

Hiring fee:		Insurance required	Yes	No
Storage fee required?	Yes No	Deposit required now?	Yes	No
Value of fee if Yes	£	Value of deposit if Yes	£	
Date (s) of payment of fees / balance				

Signed by
(For and on behalf of the Parish Hall Committee)

Please print name

Date:

(One copy to be retained by the hirer and one by the Parish Hall Committee)