



WALBERTON VILLAGE HALL

CHILDRENS PARTY BOOKING FORM

Please complete and return with a full payment of £40 (4 hour slot) or a deposit of £10. (Cheques payable to Walberton Village Hall). Please complete and sign the booking form (retaining a copy for your records) and return within 14 days to Mary Kendrick, 16 Barrack Row, The Street, Walberton. BN18 0QD. Arrangements will be made for access to the hall on the day.

Bookings cannot be held if the form is not returned within 14 days.

Name of Hirer _____

Address _____

Phone No _____

Date of Hire _____ Main Hall Small Hall

From (time) _____ to _____ Approximate number attending _____

Requirements (Please state approximate number):

Tables _____ Chairs _____ Cups/saucers _____ Dinner plates _____ Side plates _____

The hall does not supply glasses, cutlery, dish or tea cloths

Will you use the stage? Yes No

For performance use only. Under Health and Safety rules children are not permitted to play on the stage

Will you be using a bouncy castle/inflatable play area in the Hall? Yes No

Specific terms and conditions apply – please refer to the separate documentation

Any other equipment to be brought into the hall: e.g Disco equipment etc _____

Electrical equipment must comply with safety regulations.

*I have read and agree to the Hall terms and Conditions of Hire, including the specific terms for inflatables in the Hall (if applicable)**

Signed _____ Date _____

I REQUIRE A RECEIPT. YES/NO

Parking: Hirers of the hall please note that cars can only be parked immediately in front of the hall entrance for loading and unloading. cars must then be moved into the car park. The front of hall area must be kept clear for disabled and emergency vehicles.

Risk: The following are not permitted in the Village Hall for insurance and Health and Safety reasons: Indoor fireworks, bicycles, scooters, roller boots/blades. **Outdoor fireworks (outside the hall) are not allowed at private parties under any circumstances.**

The hall is in constant use, so you must not exceed your 4 hour booking. It is NOT possible to extend hiring times at a later date.

The playing field and car park are owned by the Parish Council and we have no control over their use during your event.

*The Terms and Conditions of Hire are available upon request and may also be downloaded from <http://www.walbertonvillagehall.org>

Contacts: Mary Kendrick (Hall Manager) 01243 543 500 hall@walbertonvillagehall.org

June 2015