



Somerleyton Village Hall

Booking Form

BOOKING & HIRER DETAILS Hire fees are £7 per hour (or part thereof)	
Name of Hirer : (please provide a contact telephone number)	
Contact details and address for invoicing:	
Date and Time hall required Date: Setting up from/to: Event times from/to: Clearing up from/to:	
Total hours required (whole hours only)	
Deposit to pay (Not normally refundable)	
Facilities required: (i.e main hall/kitchen /foyer etc) How much of the main hall do you require to be cleared?	
Brief outline of function: **	
I will abide by the terms of the Standard Conditions of Hire and the relevant policies of Somerleyton Community AssociationSignature NameDate

** Functions which include the sale of alcohol or the provision of regulated entertainment require the written permission of the Trustees.

Please give as much notice as you can when making a booking.