

Whitchurch Parish Hall Booking Form
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To be completed by hirer

Name of Hirer:			
Address			
Organisation (if any)			
Purpose of hiring			
Period of hiring – Date(s):			
Hours: From:		To:	
Storage Requirements			
Do you wish to serve or sell alcohol? *	Yes/No		

* Note: You will be contacted about the requirements for the use of the Hall when alcohol is to be served/sold.

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 (please print name)

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

Date:

To be completed by Hirings Secretary

Hiring fee:	
Storage fee	
Insurance required	
Deposit required now	
Date (s) of payment of fees / balance:	

Signed by (Please print name):

(For and on behalf of the Parish Hall Committee)..

Date: _____

Please return to The Handbag Shop, 5 Church Street, Whitchurch RG28 7AD
(One copy to be retained by the hirer and one by the Parish Hall Committee)