

Duns Tew Village Hall

Booking Form

Name.....

Address:

.....

Telephone (home)..... (mobile)

Email address

Date of event.....

The Caretaker will let you in and close up afterwards

Time you need hall to be opened (for setting up).....

Time for hall to be locked (after clearing up).....

Do you require the large drinks fridge? YES ☐ NO ☐

Any other special requirements.....

.....

I have read and understood the terms and conditions. Tick here ☐

I require a receipt. Tick here ☐

Signature Date.....

**To confirm the booking please complete this form and enclose
full payment (*cheques made payable to Duns Tew Village Hall*)**

Post to Duns Tew Village Hall, Middle Barton Road

Duns Tew OX25 6JN

Or put through letter box at Duns Tew Village Hall

DUNS TEW VILLAGE HALL

**SPECIAL CONDITIONS OF USE FOR YOUNG HIRERS
(UNDER TWENTY ONE YEARS OF AGE)**

To make a booking one of the applicant's parents or another "Responsible Adult" (a person over twenty-one years of age) must return the following:

- completed Guarantee Form (*below*)
- completed Booking Form
- Cheque for full payment for booking
- Deposit cheque for £100 (*This cheque will be returned after the event if all conditions of use have been complied with*)

After the event (within 24 hours) an inspection of the hall will be carried out. If any damage has been done a full account will be taken and communicated to the Responsible Adult who will then be liable to make the appropriate payment (subject to the obtaining of any necessary estimates).

These conditions of hire are in addition to the normal terms and conditions of hire applicable to all lettings.

Guarantee Form

I, the undersigned, as parent/responsible adult will:

- * accept full responsibility for the function
- * ensure that at least one responsible adult for every 20 people under 21 attending will be present during the whole of the party
- * ensure that the function will be confined to the Village Hall grounds
- * ensure that the hall and its surrounds are left in the state in which they are found
- * vacate the Hall not later than midnight on the day of hiring
- * guarantee that any damage will be paid for

Name.....

Address.....

.....

Telephone number.....Email address.....

Signed..... Date.....