

WINTERTON HALL PLAISTOW

Booking Form

To hire the hall:

1. Check that the hall is available for the date and time you require (contact details below)
2. Read the Rules of Hire (It is a legal requirement that you agree to abide by the Rules of Hire)
3. Complete this form and deliver it to the address below with full payment, including separate deposit cheque for £50 (this will be destroyed after hire period unless further cleaning is required)
4. Arrange date and time to collect keys from the address below

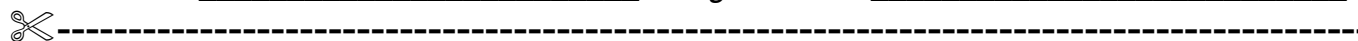
Name of organisation (if applicable):	
Contact Name:	
Telephone:	
Email address:	
Address:	
Hire date(s) & times (from - to):	
Purpose of hire:	
Total Charge: (see hire charges)	Plus deposit cheque for £50 Please make cheques payable to "Winterton Hall"

A booking is not finalised until both this completed form and full payment have been received.

I have read the Rules of Hire for Winterton Hall and I agree to abide by them. I will:

- *Arrange in advance to collect the keys*
- *Leave the hall clean, including sweeping and mopping the floors*
- *Take away all rubbish*
- *Ensure all lights are switched off, all windows closed and all doors locked*
- *Return the keys promptly at the end of the hire period*

Name: _____ Signed: _____ -



Contact for hall availability, booking and payment, and for key collection:

Wendy Lockwood, Hawksfield, Rickman's Lane, Plaistow, West Sussex RH14 0NT
Tel: 01403 871604 wintertonhallplaistow@gmail.com

[Emergency Contacts: Victoria Campling (07786 996590) or Maxi Harvey (01403 871415)]