**Duncton Village Hall - Wedding Celebration Hire Application**

Full name of applicant or representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mobile no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Landline no: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Postal address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date(s) of hire**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Times: from: \_\_\_\_\_\_\_\_\_ am / pm to: \_\_\_\_\_\_\_\_\_ am / pm

NB Times must include preparation and clearing up time

**Other details:** (see paragraphs of our Booking Terms)   
(please circle which applies)

Will your event involve music ? Yes / No (para 7)

Camping on site ? Yes / No (para 18)

If ‘Yes’, marquee/tents ? Yes / No (para 19)

Will alcohol be provided ? Yes / No (para 11)

If ‘Yes’, will it be for sale ? Yes / No (para 11)

**Deposits:**

**Booking Deposit** (non refundable) **: £ 500**

**Hiring fee:** £ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Damage deposit**: **£ 250** due 4 weeks prior to the event. (Paragraph 3 of Booking Terms)

If camping, the Damage deposit will be **£ 500**

**If paying deposits by internet banking (BACS),   
please provide your account details below for reimbursement**:

**Sort Code**: \_\_\_\_\_\_\_\_\_\_ **Account Number**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Account Name**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

NB Final balance is required to be paid 4 weeks prior to the event.

An additional **£ 275** ground rent fee applies for a marquee/teepee in addition to Hall hire.

**Payment details:**

Sort code: **40-52-40** Account number: **00030186**

Account name: Duncton Hall & Recreation Ground

Please use the Hirer surname as reference.

**NB Bookings are not confirmed until the deposit is received.**

I agree to my surname (only) / organisation name appearing online on our website bookings calendar: *(please tick to agree)*

I, the undersigned, have read and agree to be bound by the Booking Terms.

**\* Failure to comply with any part of the agreement will result in the deposit being forfeited.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please send the signed form either by email to: [enquiry@dunctonvillagehall.org](mailto:enquiry@dunctonvillagehall.org)

Or, by post to: c/o 1, The Gardens, Fittleworth, West Sussex. RH20 1HT