

Duncton Village Hall - Wedding Celebration Hire Application

Full name of applicant or representative: _____

Email address: _____

Mobile no: _____

Landline no: _____

Postal address: _____

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: **£ 350** 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 **£ 295 + £20 per hour over agreed hire period** 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 (see DVH Booking Terms pdf).

*** 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

Or, by post to: c/o 'Dukes Oak', Mare Hill Common, Pulborough, West Sussex, RH20 2DX