

# Duncton Village Hall - Hire Application

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

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

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

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

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

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

---

**Purpose of hire:**                 **Public / Private / Commercial**

(please circle which applies)

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

NB                 Bookings cannot normally be secured more than 4 months in advance.

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)

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

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

Event for under 21s ?   Yes / No                                 (para 23)

(Events solely for teenagers are not allowed.)

## Deposits:

**Booking Deposit** (non refundable) : **50 % of the hiring fee.**

**Hiring fee:** £ \_\_\_\_\_

**Damage deposit:** £ 100 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 hiring/damage 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