

# Witnesham Village Hall Booking Form

Please complete this form in full and submit with confirmation of your deposit payment to:  
Anne Debenham, 1 Burwash, Witnesham, or by email to: [contact@witneshamvillagehall.co.uk](mailto:contact@witneshamvillagehall.co.uk)

Name of hirer	
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Address	
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Telephone contact number:

Email address:

Date hall required		Time hall required (AM/PM/Eve/All day)	
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Nature of event		Estimated number of attenders	
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Signature of hirer		Date
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**By signing this form you are agreeing to the terms and conditions set out in our hiring contract and Health & Safety document**, which can be found on our website [witneshamvillagehall.co.uk](http://witneshamvillagehall.co.uk) - Please read this before booking

A £20 non-refundable deposit is required to secure your booking (**Please note:** the booking is **not confirmed** until this booking form and the booking deposit are received by the bookings secretary)

Please send the deposit amount of £20 via bank transfer to:

Witnesham Village Hall  
Account number:50977497 Sort Code:204451  
Use "WVH" and your name as a reference  
Or by cheque made out to Witnesham Village Hall

A £50 damages/key deposit (cheque or cash) is required on the day of the event when the key is collected and will be returned within 3 days of your event once the hall is checked. The key must be returned immediately after your booking to ensure return of this deposit.