

Witnesham Village Hall Regular User Booking Form

Please complete this form in full and submit to:
Anne Debenham, 1 Burwash, Witnesham or by email to: contact@witneshamvillagehall.co.uk

Name of hirer	
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Address	
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Telephone contact number:

Email address:

Day 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 and safety document, which can be found on our website witneshamvillagehall.co.uk - Please ensure you read this before booking.

Please discuss your booking requirements with the Bookings Secretary or WVHMC Chair (**Please note: the booking is not confirmed** until this form is received by the bookings secretary and they have confirmed your slot).

If possible please provide one month's notice to cancel your regular booking and ensure all charges are paid up to the date of your last use in advance. This will avoid us having to charge you if we have to chase payment.

The key must be returned immediately when you cancel your booking to ensure no replacement charges are made.