**Laughton Village Hall CIO – Booking Form LVHC1**

Name of hirer……………………………………………………………………

Address…………………………………………………………………………….

 …………………………………………………………………………….

 …………………………………….. Post code…………………….

Telephone no ……………………….. Email……………………………….

Purpose for which hire is requested…………………………………

Date required…………………………………………………………………..

Time required (including time to set up and clear up)

 From ……………………….. To …………………………

Deposit (balance is refundable within 14 days provided the hall is left clean, tidy and in good condition). £

Signature of hirer …………………………………………………………….

Signature for Laughton Village Hall CIO……………………………..

By signing you acknowledge that you are over 18 and have read and understood the following documents –

1 Standard conditions of hire

2 Instructions for use of the hall

3 Fire safety information for Private Hire

These documents can be viewed on the website

 www.laughtonparishcouncil.gov.uk

 July 2024