



**LETTINGS FORM FOR OCCASIONAL HIRERS**

**Hirer Details**

Organisation (if applicable):  
.....

Named Person: .....

Address: .....

.....

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Telephone No: .....

Mobile No: .....

Email: .....

**Event Details**

Date of hire: .....

Type of function: .....

Start time: .....

End time: .....

Hiring fee: £.....

Fee payable in cash or direct into bank account.

**Account Name: Tingewick Village Hall Committee**

**Sort Code: 30-91-39**

**Account No: 00108204**

**Please put your surname and date of hire as the reference.**

**HIRE CHARGES AS FROM 1 APRIL 2022**

<b>TYPE OF HIRE</b>	<b>UP TO 3 HOURS</b>	<b>UP TO 6 HOURS</b>	<b>UP TO 12 HOURS</b>	<b>UP TO 24 HOURS</b>
Non-profit making clubs and organisations	£20.00	£40.00	£100.00	N/A
Commercial/profit making clubs and organisations	£35.00	£70.00	£140.00	N/A
Parties	N/A	£70.00	£140.00	£280.00

**Adult parties must be booked for 24 hours, allowing hirers the next morning to clear up.**

If, at your event, alcohol will be for sale, you will need to complete the **Alcohol Licence Form** for a bar license to be arranged with the Village Hall's Lettings Officer.

**Julie Hart**  
**Lettings Officer**  
**07842 138012**  
**julie.hartzhouse@btinternet.com**

Hire is subject to the **Special Conditions** overleaf and the Village Hall's **Standard Condition of Hire**, a copy of which is available on the website.

(January 2025)