



LETTINGS FORM FOR OCCASIONAL HIRERS

Hirer Details

Organisation (if applicable):

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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

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

TYPE OF HIRE	UP TO 3 HOURS	UP TO 6 HOURS	UP TO 12 HOURS	UP TO 24 HOURS
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.

(August 2026)