



Ampfield Village Hall – Booking Request Form

Hirer Contact Details:

Name: _____ Organisation (if applicable): _____
Parish Resident? (Yes/No) _____
Contact: Address: _____
Telephone: _____
e-mail: _____

Description of Activity:

Requested Date: _____ **Recurring Booking:** _____ **Frequency:** _____
(dd/mm/yy) (Yes/No) (daily/weekly/monthly/N.A.)

Requested Start Time: _____ **Finish Time:** _____ **Duration:** _____
(am/pm) (am/pm) (hrs)

Facilities Requested (see website for available options)

Option	Description	Hourly Rate (£)	No of hours	Hire Total	Refundable Deposit	Payment Required

Conditions for booking:

1. Bookings are not final until receipt of a booking confirmation and payment request form.
 2. Regrettably the hall is not available for 18th or 21st birthday celebrations.
 3. Please include adequate time for set-up and clear up.
 4. No refund other than the deposit, will be made for cancellations received less than 15 working days of confirmation of booking.
 5. Booking requests to be made at least 10 working days before the required booking date.
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Final booking will be made subject to the acceptance of the general terms and conditions of hire.

Completed hard copy forms are to be emailed to info@ampfieldvillagehall.org.uk or sent by post to:

The Hall Manager,
North Hill Services,
Baddesley Road,
North Baddesley,
Southampton,
SO52 9BH