

# EAST PRESTON & KINGSTON VILLAGE HALL FOUNDATION

Registered Charity No 293292

## APPLICATION TO HIRE VILLAGE HALL FOR REGULAR HIRE

Contact: Answer phone 07591 480815, or Email [bookings@epkvh.co.uk](mailto:bookings@epkvh.co.uk)

Please complete this form and return it to:  
Bookings Secretary, 52 Sea Road, East Preston, BN16 1LP

Name ..... Organisation .....

Address .....

..... Post Code ..... Tel. No. (land line) .....

E-mail address .....

Name & address of person responsible for payment, if different from above .....

..... Post Code ..... Tel. No. (land line) .....

E mail address ..... Can you accept invoices by email? (tick if yes)

Apply to book:      the Miller Barn .....      the Warren Room .....      Both Halls .....

Starting date(s):

.....day, ..... / ..... / ..... : (times) ..... to .....

.....day, ..... / ..... / ..... : (times) ..... to .....

.....day, ..... / ..... / ..... : (times) ..... to .....

### Please Note

You will be charged, unless you notify the Bookings Secretary 2 weeks in advance that you are not using the hall, please attach term dates if applicable or write on the back of the form.

Do you want us to publicise your event on our website? .....  
If yes, please attach details

### I HAVE READ, AND AGREE TO ABIDE BY, THE CONDITIONS OF HIRE

Signed ..... Date .....

Please note: if you are a new hirer you will be required to pay monthly in advance for the first 3 months.

Pay electronically, to Sort Code 40-52-40 - Account 00094775

OR

By cheque, payable to 'East Preston & Kingston Village Hall Foundation'

(Please indicate which method of payment you will be using)

Online booking form is available at [www.epkvh.co.uk](http://www.epkvh.co.uk)

PLEASE NOTE:

ALL ORGANISATIONS ARE LIABLE FOR THEIR OWN INSURANCE.