

# BISLEY VILLAGE HALL

School Close, Bisley, Surrey GU24 9EG

Chairman: Mr. S. Edwards  
Secretary: Mr. R. Colvin  
Treasurer: Mrs. C. Banton  
Booking Officer: Mrs. L. Edwards

## ***BOOKING FORM***

**Keys to be collected and returned by arrangement with the Booking Officer**

Type of function \_\_\_\_\_

Name of person responsible \_\_\_\_\_

Contact Tel. No. Landline \_\_\_\_\_ Mobile \_\_\_\_\_

Address \_\_\_\_\_

Email address \_\_\_\_\_

Requirements: Main Hall  Jubilee Hall  Kitchen  Crockery

If you are hiring a Bouncy Castle - Please indicate Yes / No (Bouncy Castles are only allowed inside the Main Hall)

Function Date: \_\_\_\_\_ Time: \_\_\_\_\_

Keys required Date: \_\_\_\_\_ Time: \_\_\_\_\_

Keys returned Date: \_\_\_\_\_ Time: \_\_\_\_\_

Cost of hire £ \_\_\_\_\_ Signature \_\_\_\_\_

**Conditions of hire are on the attached sheet.**

Please note that a separate cheque for the deposit/bond is required.

Cheques should be made payable to "Bisley Village Hall Committee"

Please return this booking form with a deposit/bond cheque & hire fee cheque within 1 week to secure a booking.

**To the Booking Officer: Leanne Edwards, 76 Bishops Wood, Goldsworth Park, Woking, SURREY GU21 3QB**

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For Treasurer's use only

Fee paid £ \_\_\_\_\_ Date: \_\_\_\_\_

Deposit/Bond paid £ \_\_\_\_\_ Date: \_\_\_\_\_ Returned: \_\_\_\_\_ Date: \_\_\_\_\_

Extra charge levied £ \_\_\_\_\_

Reason \_\_\_\_\_

Receipt for Hirer received from \_\_\_\_\_ the sum of £ \_\_\_\_\_

For the hire of Bisley Village Hall \_\_\_\_\_ on \_\_\_\_\_

Including £ \_\_\_\_\_ deposit/bond Signed \_\_\_\_\_ ( Mrs. C. Banton – Treasurer)