

Hartfield Village Hall

High Street Hartfield East Sussex TN7 4AA

Registered charity number 305239



Please reply to:-
Manorhurst
Windmill Lane
Lewes Road
Ashurst Wood
RH19 3SY

Thank you for your enquiry regarding the hire of Hartfield Village Hall. You should have received a list of hire charges and rules, alongside the booking form below. Please read the Rules as this will affect your deposit being returned.

I should be grateful if you would return the signed booking form together with a deposit of £40 (unless otherwise discussed) as soon as possible. Cheques should be made payable to Hartfield Village Hall.

Yours Sincerely,

Paula Jones.

(hartfieldvillagehall@gmail.com / 07973 448494 / 01342 619009)

**This form must be signed and returned to the Bookings Officer before using the hall.
Failure to do so may result in the cancellation of your booking.**

Please return the signed form to:

Paula Jones, Manorhurst, Windmill Lane, Lewes Road, Ashurst Wood, RH19 3SY

I, the undersigned, agree to abide by and accept the rules of Hartfield Village Hall. I will also be responsible for any damage incurred during the period of my booking. Hirers organizing an event in the hall should arrange their own Public Liability insurance for the occasion since the Trustees cannot accept liability for accidents occurring during the hire of the hall unless negligence on their part can be proved.
(Please note carefully rules with regard to rubbish etc)

Name and Address of Hirer

.....
.....

Contact Mobile Number:.....

Email Address:

Date of Hire..... Start Time Finish Time

Signed.....

If you would rather pay by BACS, details of our bank are:

Name: Hartfield Village Hall

Sort code: 20 - 23 - 97

Account number: 80495859