

# ILMINGTON VILLAGE HALL

## EQUIPMENT HIRING FORM

**Hirer details**

Name:

Address:

e-mail address :

Individual responsible (must be over 18)

Name:

Tel. No:

Event:

Mobile :

**Event for which equipment is to be used: Party / Dance / Concert / Play / Film Show / Other (state in box)**

**DETAILS OF EQUIPMENT TO BE HIRED FOR EXTERNAL USE**

**\*CHAIRS / TABLES / STAGING / LIGHTING UNITS / GLASSES / CROCKERY / OTHER (details) .....**

Number of units hired:   
*(if hiring different items please list with costs)*

Cost per unit hire:   
 £  
 £  
 £  
 £

Date(s) required: OUT-

RETURN-

Location of use:

*\*delete as appropriate*

**Total Amount Paid Now: £**

NOTE- a member of the Ilmington Village Hall Management Committee or nominated representative is required to check items out and returned to the hall

**I confirm that I have read and agree to the terms and conditions of the Hiring Agreement 01/2015**

Signed \_\_\_\_\_ Date \_\_\_\_\_

This booking form should be forwarded to the booking clerk together with your remittance:

**Brian Lighthill,** Quaint End, Front Street, ILMINGTON, CV36 4LN

Tel: 01608 682 048

**CONTACT THE BOOKING CLERK at least 24 hrs before your hiring  
to arrange collection**

OFFICE USE ONLY	Date received	Date confirmed By Tel / e-mail	Full payment received	BOOKING REFERENCE No.	Booking Clerk Initials