

# 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 \*delete as appropriate**

**\*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:

**Total Paid Now: £**

NOTE: a member of the Ilmington Village Hall Management Committee or nominated representative is required to check items out and back 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 together with your remittance should be forwarded to the booking clerk:

**Vikki Amiss, Red Lion, Front Street, Ilmington CV36 4LX Tel: 01608 682089**

**Contact the booking clerk at least 24hrs before your hiring to arrange collection**

<b>OFFICE USE ONLY</b>	Date received	Date confirmed by Tel / email	Full payment received	BOOKING REFERENCE No.	Booking Clerk Initials