**CATWORTH VILLAGE HALL HIRE FORM**

**and charge rates for facilities**

Name of hirer…………………………………………………..….Tel/Email………………………………….

Address………………………………………………………………................................................................

Purpose of hire………………………………………………………………………………………………….

Date of hire ………………………………... Time of hire (from) ………………… (until) ………………….

 **A refundable deposit of £100.00 for all lettings is required 7 days prior to the booked date.** The deposit cheque will be returned/destroyed after the event, subject to a satisfactory inspection of the hall.

**Facilities within the Village Hall:**

Kitchen: Consists of four ring electric hob and oven, refrigerator, dishwasher (for large events only), warming cupboard, electric kettles, microwave, crockery, cutlery and wine glasses.

Toilets: Two male, two female, one disabled.

Furniture: 13 large tables (6ft), 7 small tables (3ft), approx. 100 chairs.

Staging: Staging can be made available. Please enquire for more details.

**Rates of Hire:**

**Hall Rates**

Use of Main Hall (including the kitchen) . . £14.00 per hour

Use of Meeting Room . . . . £6.00 per hour

Use of both Main Hall and Meeting Room . . £20.00 per hour

Functions in main hall (all day and evening) . . £175.00

**Outside Hire of Equipment TO BE USED WITHIN THE PARISH OF CATWORTH ONLY**

Tables only, off premises . . . . £10.00 one day

Glasses only, off premises . . . . £10.00 one day

*Breakages of crockery and glasses . . . £1.00 per item*

**NOTE: The Committee reserves the right to decline any booking.**

**Return this completed form to: Payments after the event to:**

**Diana Warren Diana Warren**

**Booking Secretary Treasurer**

**62 Church Road, Catworth 62 Church Road, Catworth**

**Huntingdon, Cambs Huntingdon, Cambs**

**PE28 0PA PE28 0PA**

 **(payment accepted via BACS)**

**Tel: 07802 429079**

**Email:** **woods\_diana@hotmail.com** **(woods underscore)**