



VIGO VILLAGE HALL
The Bay, Vigo Village
Nr: Meopham, Kent, DA13 0TD
Tel: 07359 775 660
Email: vigovillagehall@outlook.com
Website: www.vigovillagehall.org
Charity Registration No: 265623
Hall Manager: Danielle Howard

Name of Hirer:

Invoice Name:

Address:

Telephone:

Email:

Purpose of use for Hall: **CHILDS PARTY**

Date of Hire:

Times of Hire:

Rates of Hire: £65.00 for 4 hours and an additional £16.25 per hour if more time required. The party must be finished by 6pm to qualify for these rates. A £20 deposit is required to confirm your booking. This will be inclusive of the rate of hire unless the booking is cancelled and it is then non-refundable.

Hall hired: Main Hall

All fees include electricity, heating (which is on at the committee's discretion) and water usage as well as use of the kitchen and patio area.

Notice of 48 hours must be given if you are not using the hall otherwise you will be charged 50% of the hire fee.

Payment is due by return of receiving the invoice. Keys will not be issued unless the invoice and deposit if applicable has been paid in full.

Please contact the Hall Manager if you require the password for the WIFI.

It is the responsibility of the Hirer to ensure that all users of the hall, during the hire period, are familiar with the evacuation procedure in the event of a fire. Notices are displayed in the hall.

I have read and accept the terms and conditions of hire (attached) and agree to abide by them and to ensure that other persons present during the hire period do so.

Signed: _____ Date: _____

Please sign & return Hire agreement to the Hall Manager.