

PUDLESTON VILLAGE HALL

Pudleston Leominster, Herefordshire, HR6 0RA

Tel: 01568 750124 E-mail: patriciapatton@btinternet.com
Contact: Patricia & Colin Patton Booking
Co-ordinator for the Village Hall

Venue Hire Booking Form

Event Title		Contact Name	
Hirer's Details		Organisation Name	
Tel. No.			
Fax No.		Address	
Email			
			Post Code

Date of Application	
Date and time required	

Purpose of hire:		Time: **	start	
Alcohol to be served? Please specify			finish	

Number expected at the event	
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**Max. No. 110
(70 seated)**

		Village Organisations + Village Residents	Other Organisations and non-village residents
Charge for Room Hire	Hourly rate	£10	£12
	Heating Surcharge		20%
	1st Oct - 30th April		
	For one off events		£120 per day

Methods of Payment	
I enclose a cheque made payable to Pudleston Village Hall or use BACS>	
for the following amount:	£
TERMS: See overleaf	
Please return completed form to:	
Patricia Patton, The Granary, Lower Whyte Pudleston, HR60RE	

SIGNED.....	DATE.....
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**** when stating the time please include the time you anticipate you will need to set up and dismantle your event.**

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Tel: 01568 750124 email: patriciapatton@btinternet.com
Contact: Patricia & Colin Patton Booking Co-ordinator

Booking Confirmation

Event Title		Contact Name		
Hirer's Details		Organisation Name		
Tel. No.				
Fax No.		Address		
Email				
			Post Code	
Date and time required		Time:	start	

finish

Purpose of hire:

Permission to serve alcohol

Special Conditions

Receipt

I acknowledge receipt of fees for the hire of Pudleston Village Hall on the above terms
for the following amount:

£

This hire is subject to the attached terms and conditions:

Signed: