**PURITON VILLAGE HALL**

Registered Charity 269239

Date:

Dear……………………………………………………

Thank you for booking Puriton Village Hall on the…………………………………….

Please find enclosed our standard Conditions of Hire, which you should read carefully before signing the form at the bottom of this letter.

We request that you complete the form at the bottom, and return it to us with your payment for the hire in the sum of £……….., together with a refundable deposit of £50. We will return your deposit to you after your event, providing that the Hall is left clean and undamaged. Please make all cheques payable to “Puriton Village Hall”.

We hope that your event is enjoyable. Please do not hesitate to contact us if you have any queries or special requests before your event on 07565 321011.

Yours sincerely,

On behalf of Puriton Village Hall

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Name…………………………………………………… Telephone number………………………………………

Address………………………………………………………………………………………………………………………

…………………………………………………………………………………………………………………………………...

Hire Date…………………………………………….. Hire Times: From……………….. To…………………….

I confirm I enclose payment of £………………….with a £50 refundable deposit

I have read the Standard Conditions of Hire

Signed………………………………………………….. Date……………………………………………………

Please return this form to: Kim Heathcote, 74 Puriton Park, Puriton, TA7 8BJ