

**Bapchild & Tonge Village Hall**  
**School Lane Bapchild Sittingbourne Kent ME9 9NL**  
**Telephone: 01795 429625 e-mail: bapchildvillagehall@hotmail.co.uk**

**BOOKING ENQUIRY**

<b>Date of Hire:</b>	<b>Times of Hire. From :</b>	<b>To:</b>
<b>Event (eg, 40<sup>th</sup> Birthday Party) :</b> (Note: Restrictions apply, no 12-21 birthday parties)		

<b>Name of Hirer :</b>
<b>Full Postal Address of Hirer :</b>

<b>Email address of Hirer :</b>
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<b>Telephone No(s) including mobile :</b>
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<p><b>Do you require a Bar for this Event (Yes/No)?</b>  <b>If Yes, there is an additional £10 fee to be added to the hiring fee.</b>  <b>Contact our Licensee directly to discuss your requirements. [Mr David Ansell, The Events Cold Drinks Company, Tel. 01795 436663 or Mobile No. 07973 525615, email : mobilebarkent@gmail.com]</b></p>
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<b>If you are paying by BACS/on-line banking please add your bank details.</b>		
<table style="width: 100%;"> <tr> <td style="width: 50%;"><b>Sort Code:</b></td> <td style="width: 50%;"><b>Account No:</b></td> </tr> </table>	<b>Sort Code:</b>	<b>Account No:</b>
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Hall Hire £		
Additional Services (eg. Bar) £		
Deposit (50%) £		
<b>Balance of Hire £</b>		
Cleaning/Damage Deposit £		
<b>TOTAL BALANCE £</b>		<b>Payable by:</b>

We hope you enjoy using our Hall. If you have any queries or problems prior to your function, please leave a message on the above number and someone will get back to you.

<b>PLEASE SIGN AND PRINT YOUR NAME BELOW TO SHOW YOU ACCEPT THE TERMS AND CONDITIONS OF HIRE.</b>	
<b>Signature of Hirer :</b>	<b>Date :</b>

## **Booking Instructions and Payment methods:**

1. You can pay with Cash, Cheque or via BACS/on-line banking.

Cash – post to the Village Hall, address above.

Cheques – made payable to **Bapchild & Tonge Village Hall** and post to the Village Hall.

BACS/On-line – direct to **Sort Code: 60-19-04, Account No. 58856730**. Please include your Name and Date of Event as a reference to any on-line banking transaction.

2. If your Event is taking place within the next 28 days then full payment is required. If your Event is greater than 28 days away, then a 50% non-refundable deposit is required.
3. Upon receipt of this booking form we will send the Hirer a Booking Confirmation form. This is confirmation that your booking is now made. It will also detail a due date for final payment.
4. If your Event is greater than 6 hours then you will be required to pay a damages/breakages deposit (£100) which is fully refundable provided no breakage or additional cleaning is required. This judgement is made by the Village Hall team. If you pay by BACS/On-line then please provide your bank details (Sort Code/Account number) so that we can refund your account accordingly.
5. On the day of your event the Caretaker will meet you at the Hall to let you in. You can only get into the Hall at the time your booking starts, this also applies to any bar you have booked.
6. Full details of our Tariff and Terms and Conditions can be found on our website [www.bapchildvillagehall.co.uk](http://www.bapchildvillagehall.co.uk)