

**Please read Terms and Conditions of Hire to prevent any misunderstanding.**  
**Shavington-cum-Gresty Village Hall Booking Form**  
**(Occasional Use)**

Date required:

Times required: Start: Finish: **(Minimum hire booking: 2 hours)**

Activity:

**Please indicate which facilities you require:**

Main Hall (including Lounge)	£10.00 per hour	£
Kitchen and Bar (must be hired if food is to be served)	£8.00 per session	£
Meetings Room (upstairs and not accessible by wheelchair)	£8.00 per session	£
Crockery hire	£10.00 per session	£
Hire of hall and kitchen and bar – from 2 pm – 12 midnight	£75.00	£
Hire of hall and kitchen and bar – from 9 am – 12 midnight	£130.00	£
Should the hirer not wish to clean-up after the function, an additional charge of £15 for extra cleaning, is payable.		£
<b>Total</b>		£
		£

**Cheques to be made payable to..... Shavington-cum-Gresty Parish Council**

All hire charges must be paid in full, at least **two weeks prior** to the booking  
(Unless Officers of the Parish Council agree to alternative payment arrangements in exceptional circumstances.)

Print Name of Hirer:

Address:

Post Code: Tel: Email:

Print Name of person responsible for reading the conditions of hire and ensuring Fire and Safety Regulations are observed: .....

I have read the conditions of hire and undertake without reservation whatsoever, to observe and comply with the said conditions of hire and payment, a copy of which I have received, and any other condition of hire and payment which may be in force at the time and date of functions shown above.

Signed: .....

Hall Bookings Officer.

Cllr. William McIntyre  
1, The Orchards  
Shavington  
CW2 5HZ

Tel: 01270-650469  
Email: [shavhall@hotmail.co.uk](mailto:shavhall@hotmail.co.uk)

Please return the above form with your payment, to the Bookings Officer and keep a copy of your request.  
When accepting new confirmed bookings, I work from forms, or emailed forms, received only.  
I do not retain details of telephone hire enquiry conversations.  
Telephone or email provisional bookings will be held for **ten days only**.