

GISLINGHAM VILLAGE HALL

Registered charity no 304751

Booking clerk: Terry Williams, Meadowview, Sunnybrook Close, Gislingham, IP23 8BG

01379 783903

CONFIRMATION OF HALL BOOKING

Dear

Thank you for your recent enquiry to book Gislingham Village Hall. The Hall has been **provisionally** booked as follows:

Date:	
Times:	
Function:	
Organisation:	
Hiring Fee:	

Please read the conditions of Hall enclosed. To confirm the booking will you please sign a copy of this letter and forward it with your payment to me at the address above.

Cheques should be made payable to *Gislingham Village Hall*.

Yours sincerely

Terry Williams
Booking Clerk

I have read the conditions of hire for Gislingham Village Hall and accept them for my booking of the Hall:

Signed

Please print name

Organisation: (if applicable)

Address

.....
Telephone Number

I confirm that Alcohol will/will not be consumed on the premises (delete as appropriate)
If alcohol is to be sold I confirm that I have applied for a Temporary Event Notice and will pass a copy to the Booking Clerk when received.