

Hundon Village Hall

North Street, Hundon, Sudbury, Suffolk, CO10 8EE
Registered Charity No. 283170

Contact email: villagehall@hundon.org

Booking Form for hire of Hundon Village Hall

Hirers Details (Must be over 18 years of age)

Name:		
Address:		
Tel:		Email:

Details of Hire:

Purpose/Type of event:

Date(s) required:		
Times: (Please include any set up or clear up time)	Set up Time Start Time	Finish Time Clear up time
Approx Numbers expected:	Under 18	Over 18

Facilities required: (please tick and add any notes)

Main Hall & Annex Area	
Stage	
Screen/Projector/Sound	
Kitchen	
Bar	Please indicate opening & closing times required. (Normally closes approx. 30 mins before end of hire)

Total hours:	Total Charge payable: (See charges below/overleaf)	Payment details overleaf
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Bookings will not be guaranteed until this form, signed & dated by the hirer, a deposit and/or the full hire fee made and acknowledged by the Bookings Manager.

Hirer's Signature:

Date of signing:

Please return this completed form, with preferred payment method (details overleaf), to the Bookings Manager at villagehall@hundon.org. Arrangements for access to the hall can be made with the booking manager at time of booking and a few days before with the caretaker David Scott on 07484 810590 or scottsds@live.co.uk.

Deposits and payment details:

A non-returnable deposit of £50 must be made at time of booking and full payment of remaining hire fees made no later than two months before the date of the event.

If the Hirer wishes to cancel the booking before the date of the event and the Village Hall is unable to conclude a replacement booking, the repayment of deposits or the full fee shall be at the discretion of the Village Hall.

Payment may be made by bank transfer, cheque, or cash.

Bank details for online payment of deposits and hire fee are:

Bank: Lloyds Bank
Sort Code: 30-98-31
A/c no.: 00573697
Payee Account Name: Hundon Village Hall & Playing Field Charity

Please use your last name and date of event as the reference on the payment (eg: SMITH261223)

Please also complete your own bank details below so we can easily return any deposit, hire fee should the event booking not go ahead and any repayment is agreed:

Bank:	
Sort Code:	
A/c no.:	
Payee Account Name:	

Please take a copy of this form for your records.

The hirer must sign above to confirm acceptance of the Terms and Conditions of hire which are displayed in the Hall and on the website at www.hundon.org.

HUNDON VILLAGE HALL HIRE CHARGES – EFFECTIVE FROM 1 APRIL 2023

Category 1:

Wedding receptions: - £395 for the whole day and evening, plus any agreed setup/breakdown time on evening before and following morning.

Category 2:

All other functions/events such as parties, anniversaries, family gatherings, public fetes/fairs/shows, business meetings: - £17 per hour.

Category 3:

Regular commercial/business hirers: - £14 per hour.

Category 4:

Other village based groups, clubs, organisations, charities, fundraising events: - £12 per hour.