



**Wenhaston Village Hall**  
**Hall Road, Wenhaston, IP19 9EP**  
 Charity Number: CN 1001694  
 Managing Trustees: Management Committee  
**Booking Secretary: Sue McKeown 07563 066482**  
 Email: [wenhastonhall@gmail.com](mailto:wenhastonhall@gmail.com)

## Booking form

<b>Type of event:</b>	
<b>Requirements ie. hall/kitchen/meeting room:</b> (The Tardis room is at the top of several steps).	
<b>Date of event:</b>	
<b>Setting up time from / to:</b>	
<b>Time of event to start:</b>	
<b>Time of event to end including cleaning:</b>	
<b>Estimated number of people attending event:</b> Hall is limited to 320 dancing/standing or 200 if seated in rows, or 160 if tables and chairs are used.	
<b>Entertainment provided by:</b>	
<b>Does the event include serving alcohol?</b> <b>If yes - bar provided by:</b>	
<b>Name of person responsible for the booking:</b>	
<b>Address and postcode:</b>	
<b>Telephone number:</b>	
<b>Mobile number:</b>	
<b>E-mail address (communication is by e-mail):</b>	

I confirm that I have read and understood, accept and will fully comply with the Conditions of Hire. All our Policy documents are available in the kitchen area and on line at [www.wenhaston.onesuffolk.net](http://www.wenhaston.onesuffolk.net)

General Data Protection Regulations 2018: Personal data provided will be stored and used solely by the village hall and will not be lent, hired, sold or used in any unauthorised way. Details can be modified or erased by the hirer on request. Your signature confirms your agreement with these terms.

Signed..... Date.....

I enclose a refundable deposit of: **£100.00** which is a Security Fee **£50.00** and a Cancellation fee **£50.00**  
**The above is due at the time of booking and will be returned if the hall is left in good order.**

Hours booked..... Cost of hours.....Bar charge **£15.00**..... (if applicable) Total £.....

Would you use WiFi if available...yes/no Where did you hear about our hall.....

**The hall hire cost is to be paid no later than four weeks before the event**  
**All Cheques are to be made payable to Wenhaston Village Hall**  
**Alternatively pay by BACS to Santander Bank Sort code 09 01 54 Account number 12628600**