

Hampstead Norreys Village Hall

Guidelines for making a booking

Welcome

We are so pleased that you'd like to hire our hall and have set out the following form to help you with your next steps. Please make sure you have read and accepted the Standard Conditions of Hire (on the website).

If you wish to make a booking, please use the Booking and Hiring Agreement form, complete it and return it, as early as possible, to Stephen Miller, Waterside, Water Street, Hampstead Norreys, RG18 0SB or by email to HampsteadNorreysVH@gmail.com

If you have any questions, please don't hesitate to contact our Booking Secretary by leaving a phone message (07493 393 443) or email HampsteadNorreysVH@gmail.com

Steps to be followed for Hiring the Village Hall:

1. Confirm availability of space and date required by checking booking calendar on VH website
2. Read *Standard Conditions of Hire* and *Hire Charges* on Village Hall website
3. Download and print *Booking Form* from website
4. Complete *Booking Form* with information and return completed form to Booking Secretary, HampsteadNorreysVH@gmail.com (or post)
5. Don't forget to include additional information, such as TENs, if appropriate
6. Arrange payment.
7. Arrangements for collecting, and returning, keys will be advised.