



Village Hall

Hampstead Norreys Amenities Trust, Charity Number: 288207

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 understand the Standard Conditions of Hire (on the website). Your signature on the Booking Form and Hiring Agreement means you have read and accept these Standard Conditions of Hire.

If you wish to make a booking, please download and save the [Booking Form and Hiring Agreement](#) from the Village Hall web page, complete it, save it again on your computer and return it, as early as possible, by email to HampsteadNorreysVH@gmail.com or by hand to Stephen Miller, Waterside, Water Street, Hampstead Norreys, RG18 0SB.

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 <http://www.hampsteadnorreys.org.uk/Village-Hall.html>
2. Read *Standard Conditions of Hire* and *Hire Charges* on Village Hall website
3. Download and save or print *Booking Form* from website
4. Complete *Booking Form* (on screen and then resave it) with information including method of payment and email completed form to Booking Secretary, HampsteadNorreysVH@gmail.com (or post to above address)
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.

Village Hall Management Committee:

Bookings: Email: hampsteadnorreysvh@gmail.com Tel: 07493 393443