

Llanbedr Village Hall Our Treasured Facility, Booking Form. Occasional Users

Hirer's Details

Type of event (Party, Disco, Lecture etc)

Name

Address _____

Post Code _____

Telephone _____ Email _____

Date of hire _____ Day _____ Time: from _____ to _____

Charges

User Booking the Hall	Facilities Available	Cost
Local organisation regular users	Hall, Kitchen	
Non Profit organisations Infrequent users	Hall, Kitchen Meeting Room	
Private Parties , functions and other social events		
Commercial Organisation		
Elections	Hall, Kitchen Meeting Room	

Payment. The hire fee will be due on acceptance of the booking and must be paid in full to secure the booking. Where possible we will send invoices via email, please ensure you have provided an email address.

Cancellations. If you cancel your booking:-

- within 30days prior to your hire commencing, the hire fee will be returned, less 25%for administration and lost revenue.

-Within 7 days prior to your hire commencing, the hire fee will be returned, less 50% for administration and lost revenue.