



**Kennel Lane, Windlesham, Surrey GU20 6AA**

**Tel : 01276 472210 info@windlesham.club**

**HALL HIRE ENQUIRY**

**To be completed in all cases by prospective Hall Hirers**

Please Note that we do not Hire the Hall for 18<sup>th</sup> and 21<sup>st</sup> Birthday celebrations without a responsible number of family members being present throughout, nor where there is reason to believe that any hiring may result in disturbance to neighbouring residents, disorder or any use or purpose which we may consider otherwise undesirable, contrary to our license or may be otherwise illegal.

As licensed premises, Hirers & Guests may not consume alcoholic drinks not purchased from the Club Bar.

<b>Name</b>		<b>Date of Enquiry</b>	
<b>Tel. No.</b>		<b>Email</b>	

<b>Date of Possible Hire</b>		<b>Times Required</b>	<b>to</b>
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<b>Proposed Use &amp; Outline Details</b>	
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**IMPORTANT NOTES**

Unless and until confirmed by completion of the Club's Hall Hire Booking Form and payment of the Deposit as below, any and all dates are **provisionally reserved** by the Club for strictly **for TWO WEEKS only and no commitment will arise** other than the Club noting a prospective Hirers expression of interest.

The 50% Deposit payment is **NOT** refundable should the Hirer require cancellation or change once the Hall is booked on the completed Hall Hire Booking Form.

<b>HIRE FEES</b>					
<b>Club Member more than 1 year</b>	<b>£180</b>	<b>Club Member less than 1 year</b>	<b>£240</b>	<b>Non-Members</b>	<b>£300</b>
<b>Childrens Parties</b>	<b>Minimum £150 for 3 hours thereafter £50 per hour</b>				

<b>PAYMENT TERMS</b>			
<b>At time of completion of Hall Booking Form</b>	<b>50% Deposit</b>	<b>Before one month of Hall Booked Date</b>	<b>50% Balance</b>
<b>Refundable security deposit</b>	<b>Before one month of Hall Booked Date</b>		<b>50% Hall Hire Fee</b>

<b>WINDLESHAM CLUB &amp; THEATRE USE ONLY</b>					
<b>Mgr</b>	<b>Sign</b>	<b>Date</b>	<b>Ent. SC</b>	<b>Sign</b>	<b>Date</b>