

Diocese of Norwich

BENEFICE OF PORINGLAND

APPLICATION TO HIRE PORINGLAND VILLAGE HALL

(Charity no. 262219)

Please complete all relevant sections

What type of hire? Single hire (single event) Regular hire

Single hire:

Date of hire Time: from to:

Regular hire: Weekly Monthly Term time only Other

From Date To Date

Day Time: from..... to:

Day Time: from..... to:

Day Time: from..... to:

Purpose of hire (if fund raising please state where proceeds will be applied)
.....
.....

Full name

Name of organisation
(if applicable)

Full Address (including postcode)
.....

Telephone / Email

Declaration

I apply for use of the above accommodation and facilities and if my application is approved I will pay in advance all letting charges in accordance with the agreed schedule of charges and agree to comply with the conditions of hire. I confirm I am over the age of 18 years.

Signed: Date:

Please complete and return this form, together with the agreed fee, to the bookings clerk:-

Mrs Elaine Chapman, 38 St Mary's Road, Poringland, Norwich, NR14 7SS

Tel: 01508-494455

e-mail:- villagehall@poringland-benefice.org.uk

Cheques should be made payable to 'All Saints Centre'

On approval of the application, please contact Elaine to arrange a suitable time to pick up the key.

Thank you.

Office use only:

Booking confirmed Hire Fees..... Hire Fees paid Key issued Key returned

PORINGLAND VILLAGE HALL

The hall can be booked 7 days a week between 9am and 11pm.
All types of non-commercial bookings considered including discos.
Capacity seating 100. Self-catering equipment available.

£8.50 per hour

9.00am to 5pm /5pm – 11pm **£45**

Please contact the bookings clerk for bookings / enquiries:

Elaine Chapman
38 St Mary's Road, Poringland
01508 494455
email: villagehall@poringland-benefice.org.uk

Chairman - Rev Robert Parsonage 01508 492215