

Woodhurst Village Hall : Booking Form

1. Contact Information

Name	
Address	
Email	
Contact Number	

2. Event Details

Event Name		
Estimated Number of Attendees		
Date Required		
Start and Finish (Must include set up/clear up time; latest finish 12 midnight)		
Clear up time following day for Friday & Saturday Bookings only (latest finish 12 noon)		

3. Agreement

Full conditions for hire and charges can be found on the village hall page of the Woodhurst website: www.woodhurst-cambs.com/village-hall

Please sign below to confirm you have read these and agree to adhere to them.

Signature: _____

Date: _____

Please return the completed form by email to: woodhurstvh@gmail.com

4. Next Steps

- Woodhurst Village Hall is a charity run by volunteers. We endeavor to respond to all emails to woodhurstvh@gmail.com and/or Facebook messages within 24 hours.
- Once we have confirmed that the Hall is available for your event and that we have your requirements correct, an invoice will be issued. This is your booking confirmation.
- Village Hall Access details will be sent to you 1 week prior to your confirmed booking as long as payment has been received.