



West Lavington  
**village hall**  
Wiltshire

Registered Charity no. 305593

Site address only: Sandfields, West Lavington, Devizes, Wiltshire. SN10 4HL

E-mail: [villagehallwestlavington@gmail.com](mailto:villagehallwestlavington@gmail.com) Village Hall contact: 07435 046984

**Booking Form**

**Name of Hirer's Organisation or 'Private hire':** .....

**Contact Name:** .....

**Nominated responsible person:** ..... **Age:**.....

**Address:** .....  
.....

**Contact number:** ..... **Email:** .....

**Do you represent a charity or not-for-profit organisation?** .....

**Charity Number:** *(if applicable)* .....

**Party/department to whom invoice should be sent:** .....

*(Please note cheques should be payable to West Lavington Village Hall)*

**Contact Name:** .....

**Address:** .....  
.....

**Contact number:** ..... **Email:** .....

**Date of Hire:** ..... **Location:** *(Hall, Giles Room, Playing Fields)*.....

**Time access required:** ..... **Time of vacation:** .....

*(Please include preparation time)*      *(Please include time tidying up prior to leaving)*

**Approx. Number of parking spaces required:** .....

**Facilities required: Cooker** ..... **Stage** ..... **Projector** ..... **Screen** .....

**Please specify any special conditions:** .....

.....

**AGREEMENT**

**I hereby agree to the West Lavington Village Hall terms and conditions, information sheet and stage and stage lighting information, copies of which I have read and understood on the West Lavington Village Hall website.**

**Signature:** ..... **Date:** .....

Please return the completed form and either scan and send it by email or post to Michelle Duckworth, West Lavington Village Hall Manager, Honeysuckle Cottage, Sunnyside, West Lavington, Wiltshire, SN10 4HU.

In accordance with data protection legislation, your details will be kept solely for the purpose of this booking and will not be disclosed to any third party without your prior consent. Any concerns should be addressed to the West Lavington Village Hall Manager.