

# AKELEY VILLAGE HALL

Registered Charity Number: 273288

Secretary: Sherri Holland.  
14 Church Hill  
Akeley  
Buckingham  
Bucks  
MK18 5HB  
Tel: 07756 830357  
[akeleyvh@hotmail.com](mailto:akeleyvh@hotmail.com)

## BOOKING LETTER

DATE:

TO:

Thank you for booking Akeley Village Hall.

This letter should be read in conjunction with the hire agreement and includes *where appropriate* any special conditions of hire.

Please complete and sign one copy of the attached hire agreement and return it to the above address with either the full hire fee or one third deposit. (cheques payable to Akeley Village Hall)

**We also ask for a special deposit of £ for this type of function. (a cheque is acceptable for the special deposit)**

### **Please note the following:**

- If you have permission from the management committee for the sale of alcohol or the performance or playing of music please ensure that these activities end no later than 11pm.
- Please ensure that you read and understand clause 9. of the conditions of hire which relates to public safety compliance. Fire extinguishers are located in the entrance lobby and the kitchen.
- Hire of the hall does not include hire of outside areas other than the basketball area and the patio. We recognise that you may wish to use public areas when hiring the hall and this is at your own risk.
- It is your responsibility to ensure that you have appropriate insurance for any activities taking place inside or outside the hall
- No vehicles to be allowed on the patio area
- No parking on the grass areas
- Do not stick or pin anything to the walls( white tac may be used)
- To avoid damage to flooring please do not drag furniture
- Please remove all rubbish at the end of the session and leave the hall as clean as you would wish to find it
- The barrier is to be left in the open position when the hall is in use
- If you need to contact a key holder in an emergency please telephone :-
  - Sherri Holland            01280 860486 / 07947004321
  - Jo Kimpton                07747747825
  - Andy Sayer                01280 860040