



***Inkpen Village Hall***

Upper Green, Inkpen, Berkshire RG17 9QH

Email: [bookings@inkpenvillagehall](mailto:bookings@inkpenvillagehall)

Tel: 01488 668 180

**EQUIPMENT HIRE BOOKING FORM**

Please complete and return this form with your remittance and any deposit 14 days before collecting the equipment.

<b>EQUIPMENT</b>	<b>CHARGE PER DAY</b>	<b>NO OF DAYS/ SESSIONS</b>	<b>HIRE DATES</b>	<b>TOTAL COST</b>
<b>LARGE MARQUEE</b>	<b>£75</b>			
<b>PROJECTOR &amp; SCREEN</b>	<b>£15 PER SESSION</b>			

For Projector hire please note there's a £50 deposit if booked for more than three hours.

Please add your details below and sign the declaration:

<b>NAME OF HIRER:</b>
<b>ADDRESS:</b>
<b>EMAIL:</b>
<b>TELEPHONE:</b>

A mutually convenient time for pick-up and drop-off will be agreed at the time of booking depending upon the availability of Village Hall volunteers.

**Declaration: The hirer agrees to take all reasonable care of the equipment while it's in their possession and to collect and return it at the agreed times.**

<b>SIGNATURE OF HIRER:</b>	<b>DATE:</b>
<b>SIGNATURE OF VH VOLUNTEER:</b>	<b>DATE:</b>

*Inkpen Village Hall is a charity entirely funded by the people, groups and events that use it. Thank you for your support.*