



Westleton Village Hall

## Booking Request Form

### Details of Hirer:

**Name & Organisation** (if any): required

**Address** (required)

**Email** (required)

**Telephone Number** (required)

---

**Purpose of Hiring:** *Please give brief description (e.g. Exhibition, Film Show, Private Party, etc...)*

**Estimated number of people attending:**

---

**Accommodation** (required): Please tick the accommodation required

*NB: The kitchen is not bookable on its own. It can be booked with either the Main Hall or the Foyer.*

- Main Hall**
- Foyer** [*normally bookable only on weekday evenings and at weekends*]
- Kitchen**
- Hall and Foyer** (includes kitchen)

---

**Dates and Times:** *Please check the Events Calendar first. Times as required within normal sessions*  
*Mornings – 8am to 1pm:      Afternoon – 1pm to 6pm:      Evenings – 6pm to 11pm/midnight*

---

**Any Other Requirements** [e.g. Data Projector, Audio system etc]

---

**Signature:** *Please sign and PRINT your name below.*

I confirm that I/we have read the Conditions of Hire, Emergency Procedures and Advice to Hall users (*all available on the website*)

**Name**

**Signature**

**Date**

**Please email any enquiries and the completed form to [bookings@westletonvillagehall.co.uk](mailto:bookings@westletonvillagehall.co.uk) or post it to the Centre Manager at the address below.**

The Street, Westleton, Saxmundham, Suffolk, IP17 3AD      Phone 01728 648354

[www.westletonvillagehall.co.uk](http://www.westletonvillagehall.co.uk)



COMMUNITY  
FUND



HERITAGE  
FUND



Garfield Weston