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| Longford Village Hall**Booking Process** | A close up of a logo  Description automatically generated |

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| Complete the initial web query form via the website. |  |
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| We will respond to you and if successful your booking will appear in the Events Calendar as a provisional booking. |  |
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| Complete the application form and risk assessment forms via the buttons on the Booking Page. |  |
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| Deposit and hire fee paid to the bank (reference: date of hire and surname) |  |
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| Contact will be made with you by the Bookings Clerk for issue of keys etc |  |
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| Hall used/cleaned by hirer and keys returned |  |
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| Hall inspected by Bookings Clerk |  |
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| Treasurer to refund deposit or part thereof if appropriate |  |