

WHITESTONE PARISH HALL  
 WHITESTONE  
 EXETER  
 EX4 2JS

www.whitestone-devon.org.uk/hall.html

BOOKING CLERK  
 Mrs Caroline Honeywill  
 3 Merrymeet  
 Whitestone  
 Exeter EX4 2JP  
 01392 811245  
 carolinehoneywill@icloud.com

## WHITESTONE PARISH HALL BOOKING

Please note that all requests to book the Parish Hall are provisional until paid for.

*Data protection. The information provided on this form is required for the lawful purpose of managing hall bookings and accounting and will not be shared with third parties.*

You have made a reservation to book the Parish Hall. Please complete the boxes below and return this form to the booking clerk (address above) with a cheque for the amount due in the envelope provided.

Name of hirer	
Organisation/Event	
Address	
Post Code	
Telephone No	
email	

**Please note that an uncharged (free) 1/4 hour is permitted both before and after any booking to allow for setting up and packing away. If a longer period is required, the extra time should be included in the booking.**

Date*	Start Time	End Time	Room	Charge
			All the rooms in the hall (except Billiard Room) - includes the main hall, hall extension, stage, kitchen, etc.	£20.00 hour <b>Applies UP TO 10:00 pm</b>
				£30.00 per hour <b>Applies AFTER 10:00 pm</b> (minimum 2 hours then per ½ hour)
			Billiard Room including kitchenette	£10.00 per hour (minimum 2 hours then per ½ hour)
			Green Room	£6.00 per hour (minimum 2 hours then per ½ hour)

Description of event	
.....	
Additional information required	
1.	If alcohol is to be supplied/sold and a Temporary Event Notice (TEN) is being obtained from Teignbridge District Council (see Conditions of Hire—item 5), between what times will alcohol be sold .....
2.	Is an information sheet on using the Hall's Hearing Loop required    YES <input type="checkbox"/> NO <input type="checkbox"/>

**I acknowledge that I have received and agreed to all the terms and conditions set out in the attached Standard Conditions of Hire and the Conditions for the use of Wi-fi.**

**Signed** ..... **Date** .....  
 Cheques should be made payable to WHITESTONE PARISH HALL.