|  |  |
| --- | --- |
| cid:image003.jpg@01D4DD7E.D4B58270 | Coxheath Residents Village Hall  Registered Charity No: 295467 |
| Please return all correspondence to this address:  Coxheath Village Hall  Stockett Lane  Coxheath, Maidstone, Kent ME17 4PT  Email: lettingsecretary.crvh@gmail.com |

Thank you for your enquiry and to help progress it further please complete the following:

|  |  |  |
| --- | --- | --- |
| \*Name |  | |
| Address |  | |
| Telephone Number |  | Email address: |
| If applicable: | | |
| Organisation Name |  | |
| Organisation Address |  | |

**\*Please note the hirer is responsible for any loss or damage and must be aged 21 or over**

**Type of Event:**

**Hall Required:** Main Small Committee room (delete not applicable)  
  
**Date required:** **Alternative Days / Dates:**  
  
**Timing of event:** From: To: ***To Include setup and breakdown***  
  
   
**How Many Attending:**                      seated / not seated Delete one not applicable            

**Will you be having live or recorded music?**

If so a Performing Rights Fee will be charged unless the provider has their own licence.

**If you wish to hire the Main Hall:**

Is Stage Required: **Yes / No**

If yes, for what purpose:

*(For example, private DJ)*

Will you need to use stage equipment owned by Coxheath Village Hall: **Yes/No**

2. Is Kitchen required: **Yes / No**

3.Will alcohol be consumed: **Yes/No**

**For safety reasons, bouncy castles or any other inflatable devices used for sliding or jumping are strictly prohibited within the hall or it's grounds.**  
   
  
 Any Special Requirements: or any further information you consider relevant

  Please return as soon as possible to [lettingsecretary.crvh@gmail.com](mailto:lettingsecretary.crvh@gmail.com)

Rev December 2023