



**EARLS COLNE PARISH COUNCIL**  
**VILLAGE HALL BOOKING FORM**

Parish Clerk, Council Office, Village Hall, York Road,  
Earls Colne, Colchester, Essex CO6 2RN  
Tel: 01787 224370 E-mail: [village.hall@earlscolne-pc.gov.uk](mailto:village.hall@earlscolne-pc.gov.uk)

**Contact in Emergency:** [clerk@earlscolne-pc.gov.uk](mailto:clerk@earlscolne-pc.gov.uk) and 07716 820199

All queries before the day of your booking should be directed to the Parish Clerk.  
Queries on the day of your booking should be directed to  
the email address [village.hall@earlscolne-pc.gov.uk](mailto:village.hall@earlscolne-pc.gov.uk) or mobile number 07716 820199

Name of Hirer	
Address	
Telephone No	
E-Mail Address	
Type of Function	
Date Required	
Hall Required (Large/small/both)	
Hire Start Time	
Hire Finish Time	
Bar YES/NO	
If YES own bar or hosted **	

SIGNATURE	
DATE	

Hire Time ( incl. set up/closure)			
Damage Deposit *			
TOTAL			
Hirers bank details for refund			
Key safe code- (changed regularly)			

REGULAR HIRERS / BLOCK BOOKINGS					
	Daily	Weekly	Fortnightly	Monthly	Other / Notes
Frequency of hire					
Start date					
End date					
No of bookings					
Omitted dates from hire period					

Access to the Village Hall will be agreed at point of hire.  
Earls Colne Parish Council have a key-safe process for access and security.

Please carefully review **Earls Colne Parish Council Conditions of Hire, Emergency Plan for Temporary Responsible Person** and your responsibilities during your event. For weddings / private parties a deposit is due at the time of booking. Details available on hire cost page for all hirers with the balance payable one month before your hire date.

\*A damage deposit of £100 is required for all weddings and private parties, this will be refunded after your event subject to the Earls Colne Parish Council Terms Of Hire

\*\* If you require hosted bar services, please contact [village.hall@earlscolne-pc.gov.uk](mailto:village.hall@earlscolne-pc.gov.uk) to discuss your date and requirements for your event.

**Payment by Bacs to :**  
**Sort Code: 08-92-99**  
**Account No: 65130533.**  
**Account Name: Earls Colne Parish Council**

**Additional comments:**