

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

(for routine meetings of both local groups and regular hirers)

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.

Please complete the boxes below and return this form to the booking clerk (address above). Please note that, in the event of a cancellation, a hiring fee may be levied by the Hall Management Committee.

Name of hirer	
Organisation (if any)	
Contact Telephone No.	
email	

Date*	Start Time	End Time	✓ reqd.	Room	Charge
				Main Hall (inc. Extension)	At the rate of £7.50 per hour (minimum 2 hours then per ½ hour)
				Billiard Room	At the rate of £6.00 per hour (minimum 2 hours then per ½ hour)
				Extension (only if the main hall is not in use)	At the rate of £5.00 per hour (minimum 2 hours then per ½ hour)
				Kitchen	Free for light use (e.g. teas)
					£10.00 when oven or hob is used

*For regular bookings, please indicate day of the week and date range (e.g. 1/10/2025 to 18/12/2025) or use the form overleaf

Description of event	
.....	
Additional information required	
1.	If alcohol is to be supplied/sold and a Temporary Event Notice (TEN) is being served/has been obtained from Teignbridge District Council (see Conditions of Hire-item5), 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 use of W-Fi. I understand that these terms and conditions shall apply to all subsequent bookings made for the current year.

Signed **Date**

Cheques should be made payable to WHITESTONE PARISH HALL.

ALTERNATIVE BOOKING TABLE

(for routine meetings of both local groups and regular hirers)

If you are booking an event over multiple days with variable times or rooms, it may be easier to use this table. Please complete the rest of the form overleaf.

Date*	Start Time	End Time	Main Hall	Billiard Room	Hall Extension	Green Room	Stage only