

# Topcliffe & Asenby Village Hall

Front Street  
Topcliffe  
North Yorkshire  
YO7 3RJ  
Reg. Charity No. 1003803



## VILLAGE HALL BOOKING PROCEDURE

### 1. Contact Booking Secretary

In the first instance call Judith Lowe on 01845 577911. Once availability, amount and method of payment has been confirmed check out the Standard Conditions of Hire and complete the Hire of Facilities booking form. These are available on both Topcliffe and Asenby village websites.

[www.topcliffe.org.uk](http://www.topcliffe.org.uk) and [www.asenby.net](http://www.asenby.net)

2. Print the form and give to the Booking Clerk to confirm booking.

3. Agree time for payment and access arrangements.

4. Cheques should be made payable to Topcliffe and Asenby Village Hall. Payment can also be made via BACs. Please ask for details.