

YOXFORD VILLAGE HALL, MARQUEES AND TENNIS COURTS - HOW TO BOOK

Halls and Marquees

1. Contact the Hall Bookings Secretary, Hazel Wheeler, by telephone on 07748 784909 or 01728 668002 or by emailing hazel.temperton@talk21.com to check availability and facilities.
2. Agree dates, times and hire charges.
3. Receive a Booking Form and the Terms and Conditions of Hire by email from the Hall Bookings Secretary.
4. Confirm your booking by returning the completed Booking Form to the Hall Bookings Secretary.
5. Complete the process by paying for your booking:

Cash and cheques, made payable to Yoxford Village Hall, can be given to the Hall Bookings Secretary or posted in the Post Box on the wall of the Hall near the entrance.

Bank transfers can be made to Yoxford Village Hall, Sort Code: 20-52-08, Account Number: 50037990. Please reference your payment with your surname or organisation name.

6. The Hall Bookings Secretary will arrange to give you access to the hall.

Tennis Courts

1. Contact the Tennis Courts Booking Secretary, Laura Greenberg, by telephone on 01728 668053 or 07867 52169 or by emailing laurakg59@gmail.com to check availability.
2. Agree dates, times and hire charges.
3. Receive a Membership Form from the Tennis Courts Bookings Secretary by email.
4. Confirm your membership by returning the Membership Form to the Tennis Courts Bookings Secretary.
5. Complete the process by paying for your booking:

Cash and cheques, made payable to Yoxford Sports Group, can be given to the Tennis Courts Bookings Secretary or posted in the Post Box on the wall of the Hall near the entrance.

Bank transfers can be made to Yoxford Sports Group, Sort Code: 20-92-08, Account Number: 90997625. Please reference your payment with your surname.

6. The Tennis Courts Bookings Secretary will provide you with the pass code for the tennis courts' gate padlock and the Sports Group toilet.