



APPLICATION FOR HIRE
LOWDHAM VILLAGE HALL, MAIN STREET

Date of booking:

I request the hire of the Village Hall / Committee Room / Playing Field (*delete as appropriate*)
 on behalf of:

.....

to hold (*state type of event*):

from (*time*):

on (*date*):

ACCOMMODATION REQUIRED

£
Hour/session

Main Hall)
 Committee Room)
 Kitchen)

Sundries:

Cleaner
 Other

Total: £ _____

Non-refundable deposit:
 (payable at time of booking)

Deposit: £ _____

BALANCE PAYABLE:

£ _____

An additional **REFUNDABLE** deposit of **£50.00** is required one week prior to the event as a holding fee in case of damages incurred. Please see Clause 1 of Conditions of Hiring attached.

A Cheque / Cash to the value of £ is enclosed.

(Please make cheques payable to Lowdham Village Hall
Or pay by BACS: sort code 20-55-68, a/c no. 60345369)

I have read all the Hiring Conditions attached hereto and agree to abide by them and to pay the appropriate charge.

Date:

Signed:

Office use only:

Initial Deposit (50%) £..... received on

Balance due: £..... received on

Refundable deposit: £..... received on

Deposit refunded on: Date..... received by

Booking Clerk's signature:

**TO CONFIRM BOOKING PLEASE SIGN AND RETURN ONE COPY, ALONG WITH
DEPOSIT, IF APPLICABLE, TO THE BOOKING CLERK WITHIN 14 DAYS.**

Booking Clerk: Jacky Hoare, 37 Ridge Hill, Lowdham, Notts. NG14 7EL