

**SYCHDYN MEMORIAL HALL**  
(Registered Charity Number 513911)  
**MANAGEMENT COMMITTEE BOOKING FORM**

**APPLICATION FOR HIRE OF SYCHDYN MEMORIAL HALL - REGULAR HIRE**

Name of Organisation/Charity.....

Purpose of Hire.....

Contact Details.....

Address for invoicing, phone and mobile details of hirer (Over 21). Please Print

ADDRESS	
TELEPHONE/MOBILE	

**REGULAR HIRE**

REGULAR HIRE DETAIL (May indicate e.g. every Monday from Date A to B (please indicate if Term Time))					
DAY	DATE	HOURS OF USE (FROM)	HOURS OF USE (TO)	ACCOMODATION REQUIRED	APPROX NUMBERS

Invoices will be raised termly in arrears. Any amendments to regular bookings should be notified to the Booking Secretary and charges will be adjusted accordingly. Any unpaid charges or damage/loss to the Hall may result in the cancellation of any regular bookings at the discretion of the Management Committee.

**HIRE CHARGES**

Hire Charges are in line with the Schedule of Fees that are agreed by the Management Committee bi- annually.

AGREED HIRE CHARGES FOR THIS BOOKING:

DECLARATION:

Please read and retain the enclosed Terms and Conditions of hire. Please note that any cheques should be made payable to Sychdyn Memorial Hall.

I am over 21 and have read, understood and agree to the conditions of hire together with any public entertainment Licence Conditions (an understanding of which the hirer hereby acknowledges). I agree that I am the responsible individual and will be present throughout the period of hiring.

Signature of Hirer: ..... Date: .....

Signature of Management Committee Representative:

..... Date:.....

We hope and expect that everyone who uses the Village Hall will take great care to leave it in as good a condition as they found it.

BY ORDER OF SYCHDYN MEMEORIAL HALL MANAGEMENT COMMITTEE