

MANAGEMENT COMMITTEE BOOKING FORM

(Registered Charity Number 513911)

APPLICATION FOR REGULAR HIRE OF SYCHDYN MEMORIAL HALL

SYCHDYN MEMORIAL HALL REGULAR USERS BOOKING FORM

YEAR:

Name of Organisation / Charity	
Purpose of Hire	

CONTACT DETAILS OF HIRER

Address	
Telephone	
Email address	

INVOICING DETAILS (if different to above)

Address	
Telephone	
Email address	

HIRE CHARGES AND INVOICING

Hire charges are in line with the Schedule of Fees that are agreed by the Management Committee.

Invoices will be raised monthly 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.

Cheques should be made payable to Sychdyn Memorial Hall.

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.

Please send the completed form to the Booking Secretary:

By Order of SYCHDYN MEMORIAL HALL MANAGEMENT COMMITTEE.

DECLARATION

I am over 21 and have read, understood and agree to the Terms and 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:

FOR COMMITTEE USE:

Agreed Hire Charges:

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Signature of Management Committee Representative:

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Date: