

BOOKING FORM FOR THE OCCASIONAL HIRE OF THE MAJENDIE HALL

I(Hirer)

on behalf of Organisation
(if applicable, otherwise please indicate Private Hire)

Address.....

.....Post Code.....

Telephone number(s)

E-mail address.....

apply for the hire of The Majendie Hall, St Mary's Church, Speen, Newbury

Date Hire Period to (..... hours)

Please note, the period of hire must include the time required for setting up and clearing up afterwards.

Hire is for the purpose of

Cost of hire £..... per hour. Hire charge £x..... Hrs = £

Number of expected participants

I agree to pay the hire charge due, as indicated above, at latest **14 days** prior to the hire .

I further agree to pay, together with the hire charge, a security deposit of £50.00. I understand and agree that this cheque will be banked prior to the booking. A refund will be sent by post within one week of the completion of the hire, subject to any deduction retained by The Majendie Hall Group to offset costs incurred in carrying out all necessary cleaning work or repairs arising as a direct result of the hire period, the breakdown of any such costs being conveyed to me officially in writing.

I have read, signed and agree to observe all conditions contained within the Hall's Conditions of Hire, attached hereto.

Signature of Hirer Date

Cheques should be made payable to *St Mary Speen PCC*

Please make sure you have signed and dated the above form, and that you have also signed and dated the attached Conditions of Hire, before sending one copy of each to:

Stuart Atkinson, Bookings Administrator, Majendie Hall Group
Hollybank, 6a Croft Lane, Speen, Newbury RG14 1RR
Tel: 01635 41668
Email: majendiehall@st-mary-speen.org
Website: www.st-mary-speen.org