

Lerryn Memorial Hall

(Registered Charity Number 270132)

Booking Form

HIRER

Name

Organisation

Address

.....

..... Post Code

Telephone

Email

PURPOSE OF HIRE.....

VENUE REQUIRED (Please tick as appropriate)

Main hall (includes kitchen)

Upstairs committee room

DATE(S) REQUIRED

TIME(S) REQUIRED (Preparation and clearing-up times must be included.)

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ADDITIONAL REQUIREMENTS

Please tick if you require any of the following:

Dinner service + cutlery

Microphone

Film screen

CD Player

Reminder: The Hall is not licensed for the sale of alcohol. Any hirer wishing to provide alcohol for sale is responsible for obtaining the appropriate permissions from Cornwall Council.

HIRING FEE

Deposit (to be submitted on booking and held but not paid in until the hire is satisfactorarily completed) £.....

Payment for hire (Due a minimum of two weeks before the event) £.....

The hirer has read and accepted the Terms & Conditions of Hire and confirms that the information above is correct.

Signed by the hirer
Date.....

Booking confirmed by the Booking Clerk
Date.....

PAYMENT RECEIVED
Date.....

DEPOSIT RETURNED
Date.....