

SOUTH GREEN MEMORIAL HALL

Southend Road, South Green, Billericay, Essex CM11 2PR

Registered Charity No261084	Chairman Mrs M. Long 01277 659922	Hon. Secretary Mrs D. Webb 01277 651920	Hon. Treasurer Mrs N Bayliss 01277 624351	Booking Secretary Miss D. Bullock 07804 969330
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APPLICATION TO HIRE

Application to hire **the Committee Room** at the above Hall on the date and time specified for the purpose of holding:

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Date of Hire
Time of Hire..From.....to..... No of hours.....

Hire Charge £..... Per hour

TOTAL COST OF HIRE £..... due by

PAYMENT TO BE MADE BY CHEQUE ONLY made payable to 'South Green Memorial Hall'

The small kitchen is available for use by the hirer. Crockery, cutlery, glasses, kettle and fridge provided. NO tea towels or washing up liquid provided.

ANY DAMAGE TO BE PAID FOR BY THE HIRER. ALL RUBBISH MUST BE TAKEN AWAY BY THE HIRER.

PLEASE DETACH THE SECTION BELOW AND RETURN IT WITH YOUR CHEQUE TO THE BOOKINGS SECRETARY

I HEREBY MAKE APPLICATION to hire the Committee Room of South Green Memorial Hall on the date and time specified below for the purpose of holding:-

.....

Date of hire

Time of Hire: From to No of hours

Hire charge £..... Per hour

TOTAL COST OF HIRE £..... due by

PAYMENT TO BE MADE BY CHEQUE ONLY made payable to South Green Memorial Hall.

ANY DAMAGE TO BE PAID FOR BY THE HIRER. ALL RUBBISH MUST BE TAKEN AWAY BY THE HIRER

Signature of applicant

Address

Telephone number Date

NB. The Hall Committee have a Hearing Induction Loop which is available to help any persons who wear a hearing aid and would benefit from this facility, whilst attending your session. Please indicate if you would like to use the unit. Yes / No