

PORTAL MEMORIAL HALL
CHURCH LANE, BURGHCLERE
RG20 9HX

BOOKING APPLICATION FORM

Name of person making the booking.(in block capitals)~

Address

.....

.....

.....

Telephone Number

Name of organisation (if applicable)

Date booking required~ Time from to

Areas required: Main Hall! Club Room / Kitchen (delete as appropriate)

Purpose of hiring

.....

This will be a private / public event (delete as appropriate)

I have read, understand and accept the Conditions of Hire (attached) and the Schedule of charges attached to it. I undertake to be present during the hiring and see that the Village Hall is used in accordance with these guidelines and to pay all the charges due from me in accordance with the Schedule of Charges. I enclose our payment being the expected hire charge of:

£ _____

Signed

Date

Cheques to be made payable to Pinder Recreational Trust

ACCEPTANCE OF BOOKING OF PORTAL MEMORIAL HALL,
BURGHCLERE.

To~ On behalf of

Thank you for your booking of Main Hall / Club Room / Kitchen

On From~ to~

Which I am happy to confirm. I accordingly enclose our official receipt for the payment you have already made. If I can be of any further assistance to you, please get in touch with me here at the hail. My telephone number is (01635) 278442

Signed

Jacque Myles (Caretaker) Date