

FACILITIES BOOKING FORM – Pavilion and/or Village Hall

To make a booking, please enable editing of this form, complete and save as your surname. Then return as an attachment via email to clerk@littleberkhamsted.org.uk or print off and deliver to Sandie Ash, Hall Cottage, Church Road, Little Berkhamsted SG13 8LY. A non- refundable deposit of 50% of the total hire charge should be made on booking with the remainder to be paid no less than three weeks prior to the date of event.

Name:

Address:

Telephone:

Email:

Event Details:

Bar/Other special requests: Yes/No

Facilities required	Date	Start Time	End Time	Hire Charge
				-
TOTAL				-

A signed copy of this form must be returned to confirm this booking. (by signing this document you also agree to the Terms & Conditions of Hire)

Name:

Signature:

Date:

Hire Charges

Hall and Pavilion

Little Berkhamsted residents: **£12** per hour/part of an hour

Non Little Berkhamsted residents: **£17** per hour/part of an hour

Field

Power hook- up

All Hirers: £50 per day

All Hirers: £12 per day

LBPC are prepared to discuss rates with charities, other not-for-profit organisations and long-term hirers

<u>Office USE</u> <u>Payment Schedule</u>	Due Date	Amount Due	Received Date	Amount Received
Initial Deposit				
Balance Payment				

Please make payments to the following;

Account Name: **Little Berkhamsted Parish Council** Account Number: **28587332** Sort Code: **60 10 39**

Please use the date of your booking & your initials as the reference. Thank you.