

# GREAT WALTHAM PARISH COUNCIL

## Pavilion Hire Booking Form

For the Pavilion, Great Waltham Recreation Ground, Great Waltham, CM3 1DF

*This form requests information which will be used to form the basis of an agreement for hiring the Pavilion. Please ensure your answers are always accurate and complete.*

Name of Hirer (Individual/Organisation):	
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Full address of Hirer:	
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Hirer's contact details:	Email	
	Telephone	
	Mobile	

If the Hirer is an organisation, please provide your:	Name	
	Address	
	Email	
	Telephone	
	Mobile	
	Position in Organisation	

If not yourself, please give the name(s) of the responsible person(s) aged 18 years of age or over nominated by the Hirer who will be in attendance throughout the hiring event to ensure that the terms and conditions of the hiring agreement are followed at all times:	
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Proposed Period of Hire: (If multiple periods of hire are required, please provide details separately).	From	Time	Date
		To	am/pm
		am/pm	/ / 20

Number of attendees:	
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Full details of proposed use of the Pavilion for the hiring period:	
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**For your hiring request to be considered, please return this from to:  
Parish Clerk, The Parish Office, Great Waltham Village Hall (Houlton Hall), South Street, Great Waltham, Essex CM3 1DF. E Mail: [clerk@greatwalthamparishcouncil.co.uk](mailto:clerk@greatwalthamparishcouncil.co.uk)**