**Please return to: Janice Green, 7 Old Vicarage Close, High Easter,**

**Chelmsford, Essex. CM1 4RW. Telephone No: 01245 231838**

**Hirers Details**

Name:

Address

Telephone Number:

Organisation (if applicable):

Position held:

Booking Date required:

Time required:

Reason for hire:

Is bar required? If so please confirm with Janice Green on 01245 231838

**Hiring Fees**

Damage and Booking Deposit: £ (please enclose with booking form)

Hall Charges: £ (see enclosed scale of charges)

**Please note: Hall charges are to be paid not less than two weeks prior to hiring date. Damage deposit will be returned after the event less any damages.**

**Agreement**

**I agree to pay the hiring fee and to observe all the conditions of hire (supplied separately) which I have read.**

**Please note that NO SMOKING is permitted in the hall. The kitchen must be left UNLOCKED during any functions, due to fire precautions.**

Signed:

Date: