



LEIGHAM HALL, LEIGHAM PL6 8QG

HALL BOOKING FORM

FORM 1A (COMMUNITY HALL—EDN 8)

TODAY'S DATE:			
FIRST NAME			
SURNAME			
ORGANISATION			
<i>*Note: Person(s) signing must be 18 years of age or over.</i>			
HOUSE/NUMBER			
STREET			
TOWN			
CITY			
POSTAL CODE			
TELEPHONE No:			
EMAIL ADDRESS:			
DATE REQUIRED:			
TIME REQUIRED:			
PURPOSE FOR HIRE:			
Commercial use: YES/NO			
This event will be: Private / Public			
PERFORMANCE RIGHTS**: YES/NO			
**Will your event use music?			
Will alcohol be provided?: YES/NO			
Will alcohol be for sale? YES/NO			
FACILITIES REQUIRED:		Ad-hoc bookings of Hall (£12 per hour)	£
		Regular bookings of Hall (£11 per hours)	£
DEPOSIT (£30):			£
HIRE TOTAL			£
<i>I give permission for the Parish of Eggbuckland with Estover to use my information to contact me in the future</i>		<i>Method of Payment (Please indicate with either a cross or a tick)</i>	
		CHEQUE	
		CASH	
(YES/NO)	BACs (Bank Coop, Sort Code 08-92-99, Account Number 65693876 - quoting Ref)	REF	
<i>I have read the conditions for hire of the Church Hall (Form 2) and noted the information for.</i>			
SIGNED:			
DATE			
Cheques and money orders should be made payable to:- 'ST EDWARD'S EGGBUCKLAND PCC'. Please complete, sign and return the whole form together with your booking fee & deposit to:- Mr Peter Anderson, 1 Crown Gardens, Crownhill, Plymouth PL6 5JA <i>(If paying in cash please contact Mr Anderson on 01752-707377 to arrange receipt of monies and nearer the time of hire contact Mrs Olwen Grindell on 01752 316661 to make arrangements for collecting the keys)</i>			
PLEASE NOTE THE COMPLETED FORM NEEDS TO BE RETURNED ALONG WITH MONIES BY THE FOLLOWING DATE OR THE BOOKING WILL BE CANCELLED.			
FOR OFFICE USE - RECEIPT OF MONIES			

Forder valley Mission Community