

CHALGROVE PARISH COUNCIL  
VILLAGE HALL HIRE APPLICATION AND CONTRACT

Date Required	Hire start time	Hire end time	Resident	Non Resident

Tick if required	Village Hall	James Martin Room	Pavilion	Youth Wing

Name of applicant:

Organisation (if applicable):

Applicant's address:

Post code	Daytime Telephone Number	Evening Telephone Number

Email address:

Invoice address (if different):

Type of function:

Number of planned attendees:

Are you applying for a TEN license:

YES

NO

If applying for a TEN license, you will be asked to provide the TEN license number before the date of hire.

Do you require the stage (at a cost of £25)

YES

NO

Please provide two payments to support this hire application (i) £50.00 non returnable booking fee (deducted from final invoice) and (ii) £100.00 damages cheque, fully refundable provided that the Parish Council incurs no loss, damage or caretaker fees arising from the event. Please make cheques payable to **Chalgrove Parish Council**.

Hire Cost	+	Extras (Add £25 for stage)	=	Total Hire Cost
Total Hire Cost		Deposit (£50)	=	Balance

Please return the completed form and both payments to either:

- (a) The Parish Office - open to the public Tues & Fri .. 9.30 till 1pm.
- (b) The Parish Council post box within the Post Office, High Street, Chalgrove.
- (c) Via Jo Donoghue, Parish Clerk, 13 Laurel Close, Chalgrove. OX44 7RE.

**I DECLARE THAT I HAVE READ AND ACCEPTED THE TERMS & CONDITIONS OF HIRE**

<b>Print Name</b>	<b>Signature</b>	<b>Date</b>

Office use:

- £100 Damages Cheque Received
- £50 Deposit Received
- Balance Outstanding
- Invoice Sent
- Full Balance Received
- TEN License Number

<input style="width: 100%; height: 15px;" type="text"/>	Receipt No. <input style="width: 100%; height: 15px;" type="text"/>
<input style="width: 100%; height: 15px;" type="text"/>	Receipt No. <input style="width: 100%; height: 15px;" type="text"/>
<input style="width: 100%; height: 15px;" type="text"/>	Invoice No. <input style="width: 100%; height: 15px;" type="text"/>
<input style="width: 100%; height: 15px;" type="text"/>	