

# LITTLE CHALFONT PARISH COUNCIL

Clerk: Mrs Janet Mason  
Little Chalfont Parish Council  
Little Chalfont Village Hall  
Cokes Lane  
Little Chalfont HP8 4UD

Email: clerk@littlechalfont-pc.gov.uk  
Tel: 01494 766655

## APPLICATION FOR HIRE OF LITTLE CHALFONT VILLAGE HALL

Name of Hirer: Mr/Mrs/Ms   
Miss/Other\*

\* Delete as appropriate.

Address:   
Postcode:

E-mail:

Tel No: Daytime:  Evening:

Day and Dates  Period of Hire:  
Hall Required:  From:  To:   
am/ am/  
pm pm

**N.B. The period of hire must include any time required for delivery of materials and setting up. Entry at any time other than the hire period is not permitted.**

Reason For Hire:

Complete next box *only* if applying on behalf of a group or a business

I am applying on behalf of:

For the hire of accommodation as detailed above and agree to pay the charges for such hire and to observe and perform all the conditions, a copy of which I have received and read. I understand the hire fee will be paid in full when invoiced.

I will / will not\* provide evidence of appropriate insurance cover. \* Delete as appropriate.

I do / do not\* wish to hire the public address / hearing loop. \* Delete as appropriate.

Please note there is a £10 additional charge for use of the PA system in Little Chalfont Village Hall.

A £100 refundable damage deposit is charged when the PA system is required.

Security: In accordance with condition 9, please nominate here the person who is to be responsible:

SIGNATURE OF HIRER

Date:

Please arrange to collect the keys a week prior to the date of hire (the Village Hall is normally open between 9-00 to 3-00) and return keys within 2 – 3 days. Thank you.

### For official use only:

|             |             |         |             |
|-------------|-------------|---------|-------------|
| Letting No: | Invoice No: | Amount: | Diary noted |
|-------------|-------------|---------|-------------|