

# 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

I,.....

of.....

Daytime telephone.....Evening telephone.....

E-Mail Address.....

Hereby apply on behalf of .....

For the hire of accommodation as detailed below 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.

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.

Date(s) required.....

Time From..... To.....

For the purpose: .....

**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.**

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 immediately. Thank you.

For official use only	Inv No and amount
Letting Number	Diary noted