

Date of Function Name / Group / Company

HIRE CHARGE	TIME FROM	TIME TO	COST
UPSTAIRS FUNCTION ROOM			
DINING ROOM			
COMMITTEE ROOM			
Extension to starting time @ £15 hour If more than 3 hours afternoon charge applies			
Provision of bar staff for extension to starting time @ £10 hour			
Extension of bar hours by 30 mins At end of session @ £30 inc			
Extras as agreed:			
Extras as agreed:			

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PLEASE NOTE; PAYMENT CAN BE MADE BY DEBIT / CREDIT CARD / CASH / CHEQUE	TOTAL DUE	
Date deposit paid Receipt number	DEPOSIT	
Date balance due no later than:	BALANCE	
Date balance paid Receipt number	BALANCE PAID	

- I have read the Terms and Conditions of hire and agree to abide by them

SIGNED: **DATE:**

PRINT NAME:

ON BEHALF OF:

Group / Company where applicable

POSITION HELD:

ROOM CHECK	REMARKS	ACTION
CHARGE IF ANY £ // p	REASON FOR CHARGE	Balance due to hirer £ // p
Date cheque issued	Cheque No	Treasurers Signature