

Easington Community Hall

Booking form and hiring charges 2009

Hire Charges

(Hire of tea and coffee making facilities are within the hourly rate)

1. Main Hall: £6.00 per hour
2. Meeting Rooms: £6.00 per hour
3. Computer Suite with internet connection, (please contact treasurer to discuss your requirements)

Hirers name or organisation name

Hirers contact details

Name

Tel no

Email address

Facility required	Dates of booking	Start time of booking	Time duration of booking	Finish time of booking
Main Hall				
Meeting room				
Main Hall & Meeting room				
Kitchen				

Type of Event

Extra requirements required by Hirer, i.e. how tables and chairs are to be set out. Repeat bookings

**Please note bookings which overrun the stated times will be charged accordingly.
See condition 25 of booking conditions for further information**

PLEASE READ AND AGREE TO THE REVISED 2009 CONDITIONS OF HIRE BEFORE SIGNING

Signed :-

Please return all completed booking forms to the Booking Clerk: Mrs R Sowerby The Lotens, Seaside road, Easington
Tel 01964 650011 Email: rachesowerby@hotmail.com

All cheques to be made payable to Easington Community Hall

If an invoice is required please give name and details of person to be invoiced if different to the hirers name.