

Meadow Room Management Committee

Meadow Room, The Street, Cobham, Kent DA12 3BZ

www.meadowroom.org.uk

Chairman:	Chris Antrobus	Chairman@meadowroom.org.uk	
Treasurer:	Shelley Jarvis	Treasurer@meadowroom.org.uk	
Bookings:	Deborah Ferrara	Bookings@meadowroom.org.uk	01474 814879

Meadow Room – Agreement to Hire

I, (full name).....

of (full address including Postcode).....

.....wish to hire the Meadow Room Hall / Chairman’s Room (strike out rooms not included in the Hire)

Contact Telephone Number:Contact email address:

The Fee of hiring the hall on the date(s) will be £..... which will allow the hall to be used for

..... (Description of Event)

Date.....

Between the hours of:

- 8:00am-11:30am 11:30am-3:00pm 3:00pm-6:30pm 6:30pm-Midnight 8.00am-Midnight

(It is a requirement of the hire that all music will end by 11:30pm and the function will end by 12 midnight)

In addition to the above fee a **Deposit of £.....** to be paid in accordance to the Terms and Conditions of Hire.

A verbal booking (subject to availability) will only be confirmed on receipt of the following:-

- Payment of the Deposit and the hire charge in full by bank transfer to:

Meadow Rooms

Sort code: 09-06-66

Account: 42598213

- This copy of Agreement to Hire the Meadow Room being signed and returned by the Hirer
- Hirer bank account details (name/sort code and account number) to allow for return of the deposit

Account Name:.....Sort code:.....Account Number.....

Signed by the Hirer indicating “I have read a copy of the Terms and Conditions of Hire and I agree to abide by them”

Signed: _____

Print Name: _____

Date: _____