

All correspondence to:

St Mary's Church Hall, c/o Mrs Margaret Holman, 2 Cranmer Road,  
Riverhead, Sevenoaks, TN13 2AT

The Church Hall is hired to:	
Name:	
Address:	
Telephone:	
Email:	

Booking Details	
Date of hire:	
Purpose of hire:	
Time from (arrival):	
Time until (departure):	

The booking is subject to the attached terms and conditions and your signing of this hire agreement confirms that these are understood and accepted in full. The booking only becomes valid when we receive a signed copy of the agreement along with the £50 refundable deposit, which should be sent as soon as possible to the above address.

**KEY**

A key can be collected from the above address at a mutually reasonable time before the event and returned as soon as possible afterwards. Please telephone 01732 450408 or email stmaryshall\_riverhead@outlook.com to arrange a time for collecting the key.

**COST**

\_\_\_\_ hours at £25 per hour = Total cost of £\_\_\_\_

Plus a refundable deposit of £50 (separate cheque/cash please - so it can be easily refunded after your hire is finished and the hall has been inspected.)

Full payment to be made by cheque or bank transfer, no later than 14 days prior to the booking date; Please make cheques payable to "St Mary's Church Hall" and send to the above address. Please make bank transfers to **Lloyds Bank. Sort Code 30-97-49 Account No. 00236068** with your name as a reference, and then email stmaryshall\_riverhead@outlook.com to confirm.

Please tick the box below to confirm that you understand and accept the full terms and conditions:  <input type="checkbox"/>
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Date:	
Name:	
Signature:	