



# LAVENDON PARISH COUNCIL

Clerk  
The Pavilion  
63a High Street  
Lavendon  
Bucks MK46 4HA

Tel: 01234 241941  
Email: clerk@lavendonpc.org

## Booking Form for the Hire of The Pavilion Hall or Meeting Room (select as required)

Name of Hirer / Organisation: .....

Name of Contact: .....

Address: .....

.....

Post Code: .....

Telephone Number: .....

Email Address: .....

Purpose of Hire: .....

Date of Hire: from: ..... to: .....

Time of Hire: from: ..... to: .....

Total Number of Hours: .....

I have read and understand the terms and conditions of hire and agree to be bound by them.

Signature of Hirer: ..... Date: .....

Deposit of £50 is required, to be returned upon satisfaction of Terms and Conditions being met.  
Hire of Hall £9 per hour, £4.50 per half hour  
Hire of Meeting room £8 per hour, £4 per half hour

Deposit £50  
Hire charges: £  
-----

Total fees attached: £ ..... cash / cheque (payable to Lavendon Parish Council)

Copy of Temporary Event Notice / Public Liability Insurance attached / not required.