

**FORM OF APPLICATION FOR THE OCCASIONAL HIRE OF THE MAJENDIE HALL**

I .....(Hirer)

on behalf of ..... Organisation  
(if applicable, otherwise please indicate Private Hire)

Address .....

.....Post Code.....

Telephone number(s) .....

E-mail address.....

apply for the hire of The Majendie Hall, St Mary's Church, Speen, Newbury

Date ..... Hire Period ..... to ..... ( ..... hours)

Please note the period of hire must include the time required for setting up and clearing up afterwards.

Hire is for the purpose of .....

Cost of hire £..... per hour. Hire charge £ .....x..... Hrs = £ .....

Number of expected participants .....

I agree to pay the hire charge due, as indicated above, at latest **14 days** prior to the hire .

I further agree to pay a security deposit of £50.00, if required. I understand and agree that this cheque will be banked prior to the booking. A refund will be send by post within one week of the completion of the hire, subject to any deduction retained by The Majendie Hall Group to offset costs incurred in carrying out all necessary cleaning work or repairs arising as a direct result of the hire period, the breakdown of any such costs being conveyed to me officially in writing.

I have read, signed and agree to observe all conditions contained within the Hall's Conditions of Hire, attached hereto.

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

**Cheques should be made payable to *PCC of Speen***

**Please make sure you have signed and dated the above form, and that you have also signed and dated the attached Conditions of Hire, before sending one copy of each to:**

Majendie Hall Bookings  
Marion Mottram, 8 Northwood Drive, Newbury, RG14 2HB

Tel: 01635 551066  
Email: [majendiehall@st-mary-speen.org](mailto:majendiehall@st-mary-speen.org)