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

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| **Dates which apply to the agreement:** | **From:****Until:** | .......................................................................................................................................................................................................... |

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| --- |
| I ............................................................................................................................................................(hirer) |
| on behalf of ........................................................................................................ Organisation (if applicable) |
| Address .......................................................................................................................................................... |
| .......................................................................................................................Post Code................................ |
| Telephone number(s) ..................................................................................................................................... |
| E-mail address................................................................................................................................................ |
| apply for the hire of The Majendie Hall, St Mary’s Church, Speen, Newbury |
| on ............................................. night of every weekor please specify ............................................................................................................................................from ................................................................ am/pm until ............................................................... am/pmPlease note that the period of hire should include reasonable time for setting up before the start of the activity and clearing up after it. |

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| Is this on a term time only basis (term dates attached)  |  |  |
|  |  |  |
| or throughout the year? |  |  |

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| This hire being for the purpose of ..................................................................................................................Number of expected participants ............................... The cost of the hire is £.............................. per hour.I agree to pay within **14 days** of receiving the Invoice. I have read and agreed to observe all the conditions set out in the attached conditions of Hire on a separate sheet, and the additional terms and conditions on the back of this form. |
| 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 2HBTel: 01635 551066E-mail: majendiehall@st-mary-speen.org |