BOROUGH GREEN PARISH COUNCIL

Clerk& RFO: **Hazel M Damiral**
Tel: **01732 884159**
FAX: **01732 780657**
Email: **bgpc@lineone.net**
Website: **www.boroughgreen.org**

Lullingstone
Paddock Close
St Mary's Platt
Kent TN15 8NN

Name of Hirer:

Organisation (if applicable)

Contact Address:

Contact Telephone Number: Day - Evening -

Mobile -

Contact Email Address:

Purpose of Hire (ie, meeting, party etc):

All bookings are subject to conditions detailed on the conditions of hire documents

Available Facilities

A. Main hall and kitchen

B. Taylor Room (incl possible use of kitchen if available and by agreement)

Facility A or B	*Day Required*	*Date Required*	*Start Time Incl set-up time*	*Finish Time Incl clearance and exiting*	*All Day 9:00 – 22.30*

I confirm that I have read and will abide by the Conditions for Hire of Potters Mede and will be responsible for the premises during my period of hire.
I understand that the deposit of £100/£200 will be refunded unless any damage to the Pavilion and/or grounds is incurred
Please make cheques payable to BOROUGH GREEN PARISH COUNCIL or BGPC

Signed …… PRINT NAME ……..

Date ……

Pavilion Hire Charges from 1 April 2018

	Per Hour	All day
Main Hall	£17.50	£200
Taylor Room	£17.50	n/a

Please read the Conditions of Hire for Potters Mede. To confirm your booking please complete and sign the form and return to The Clerk at the above address together with two cheques payable to BGPC: a deposit cheque of £100 (£200 for adult parties – age 16 and over) which will only be presented in the event of any damages, and a non-refundable £25 deposit. Balance of payment must be received by the Clerk 4 weeks prior to the date of the booking.