



**TWEED WAY HALL COMMUNITY ASSOCIATION**

**REGISTERED CHARITY NO, TBC**

Tweed way Hall, Tweed way , Rise Park. Romford. RM1 4AZ  
 Telephone; 01708 765235 Email: tweedwayhall@gmail.com

Application for Regular Hire

Name of Organisation:				
Name and address of applicant:				
Telephone Number:		Mobile:	Email:	
Day & Date(s) required	Hire Time am/pm	Set up/clear away time am/pm	Annexe hall	Main hall

**Tables and chairs are available for all hall users at your own discretion. Please include in your hire times appropriate set up and clear away time in your hire request. There is no caretaker to do this your behalf prior to your arrival.**

Purpose Of Hire:			
Use of Kitchen	Yes/No	Time from/until	
Number of adults		Number of children	
Storage required?	Yes/No	(if yes please submit and additional list of items along with your application)	

I/We apply for regular use of the.....(complete as necessary) for the purpose and for the time(s) and date(s) stated above.

I have read the conditions of hire as stated in my/our members pack and the rules governing the use of Tweedway Community Hall/Annexe, and agree to abide by them.

I/We agree to pay the hire charge no later than 4 weeks of invoice.

Print Name:	Signed:	Date:
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Please return completed form to the address above.