



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 occasional hire

Name of applicant organisation (where applicable)			
Address			
Telephone number			
Please note <ul style="list-style-type: none"> • The hire fee does/does not include the use of the kitchen. Catering kitchen hire fee £ 50.00 • With evening lettings, music must cease by 10.30pm, the room/hall which must be cleaned and vacated by 11.00 pm • Cheques to be made payable to :- Tweed Way hall Community Association. • Set up and close down time must be booked and paid for at the standard hourly rate. 			
Preferred Date(s) required	Time period	Hire fee	Main or annexe hall
Purpose of hire			
Approximate Number of adults attending at one time.		Number of children	

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

I have read the association's conditions of hire and the rules governing the use of the centre and agree to abide by them.

I enclose the deposit of £100 and agree to pay the hire charge no later than 4 weeks prior to the hire date.

Signed _____ **Date** _____

Return completed form to lettings officer:	For office use only	Lettings officer signature
Application received		
Receipt and confirmation issued		
Receipt number		
Hire fee due		
Deposit received		
Fee received		
Receipt No.		