

Levens
Village
Institute



LEVENS VILLAGE INSTITUTE

BOOKING FORM

(Registered Charity Number: 223443)

Group/Organisation.....

Booked By..... Contact Tel.....

E-Mail Address.....

Address.....

Day & Date.....

Start TimeFinish Time

(Including setting up and clearing away)

Fees: Meetings and Private Hire Upper Room @ £5 per hour

Meetings and Private Hire Lower Room @ £3.50 per hour

Commercial/Fundraising Hire Upper Room @ £10 per hour

Commercial/Fundraising Hire Lower Room @ £8 per hour

(Minimum charge for Commercial/Fundraising events is 3 hours)

Cheques made payable to: Levens Village Institute. A minimum payment of 50% non-refundable deposit is required with the return of this booking form. I understand that full payment must be made on or before the day of the event.

I wish to hire The Institute as stated above and have read and agree to abide by the Conditions of Hire, shown overleaf.

I am over 18 years of age.

Signed.....Date.....

Please return completed form and payment to:

Alan and Helen Golding-Miller, Grey Mists, Hutton Lane, Levens

LA8 8PB



Regular Bookings

(Registered Charity Number: 223443)

Group/Organisation.....

Booked By..... **Contact Tel**.....

E-Mail Address.....

Address.....

I Wish To Book The Institute On The Following Days & Dates:

.....
.....
.....

Start Time **Finish Time**

(Including setting up and clearing away)

Fees: Meetings and Private Hire Upper Room @ £5 per hour

Meetings and Private Hire Lower Room @ £3.50 per hour

Commercial/Fundraising Hire Upper Room @ £10 per hour

Commercial/Fundraising Hire Lower Room @ £8 per hour

(Minimum charge for Commercial/Fundraising events is 3 hours)

Do you require invoices: Monthly or per School Term (Delete as appropriate)

Cheques made payable to: Levens Village Institute.

I wish to hire The Institute as stated above and have read and agree to abide by the Conditions of Hire, shown overleaf.

I am over 18 years of age.

Signed.....Date.....

Please return completed form and payment to either:

Alan and Helen Golding-Miller, Grey Mists, Hutton Lane, Levens LA8 8PB