



London Colney Parish Council
Caledon Community Centre
Caledon Road, London Colney, AL2 1PU

Booking Form

Napsbury Sports Pavilion – Pegrum Drive

Details of Applicant

Name _____

Address _____

Tel _____

Date of Hire _____

Times reqd* From _____ To: _____

Purpose _____

Approx No of persons (max 60) _____

Signature _____

Please note that by signing this form you agree to be bound by the Parish Council's Hall Hire Terms and Conditions

Hire charges:

Mon – Friday £20.00 per hour
Saturdays/Sundays £25.00 per hour

Deposits

£60 deposit/full amount if less to be paid at time of booking. Balance to be paid no less than 28 days prior to event. (Deposit non-returnable if booking is cancelled within 28 days of hire date).

£100 security deposit is required for bookings. This will be refunded in full subject to the venue being vacated by the agreed time and in the condition which is laid down in the booking agreement.

* **Note:** Times booked should include set-up & breakdown and all areas must be left clean and tidy.

Office Use Only

Booking form & deposit rcvd	£		Balance rcvd	£	
£100 Security Deposit	Received (date)		Returned (amount & date)	£	