



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

## Booking Form

### Morris Playing Field Sports Pavilion – White Horse Lane

#### 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                      £12.00 per hour  
Saturdays/Sundays              £15.00 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) | £ |  |