DRAKE COMMUNITY CENTRE

DRAKE COMMUNITY CENTRE
DRAKE ROAD
CHAFFORD HUNDRED
GRAYS ESSEX RM16 6QZ
TELEPHONE 01375 480420

Telephone: 01375 480420
(24hr answerphone)

Thank you for your enquiry about hiring the facilities of the Drake Community centre on

from to for the purpose of

The terms and conditions of hire are enclosed. Before completing and returning this section PLEASE READ THEM CAREFULLY.

Hire of Hall	£
Hire of Hall / Kitchen	£
Hire of all facilities of the Centre	£
Hire of Foyer only	£
Separate hire of industrial cooker	£
TOTAL AMOUNT PAYABLE	£
LESS BOOKING DEPOSIT	£

Damage holding deposit (refundable) separate cheque £200 (send with balance)

BALANCE DUE BY £

I wish to confirm the above booking and enclose agreed deposit / full payment. All cheques to be made payable to "Drake Community Centre", and sent c/o the Booking Secretary at the above address.

I have read and agree to be bound by the terms and conditions of the hire agreement.

BLOCK CAPITALS PLEASE

Name: Signed:

Address: Date:

Tel:

Please return this form with our deposit / full payment as soon as possible to ensure your required date is reserved.