

# St Edmund's Community Association



[www.stedmundshall.co.uk](http://www.stedmundshall.co.uk) email: [stedmundshall@virginmedia.com](mailto:stedmundshall@virginmedia.com)  
 St Edmunds Close, Southend on Sea, Essex SS2 4AS. Tel 01702 460823

Booking Form/Invoice No:

No	Agreement made this day / /2014	Details	Office use. Ref:
1	Between St Edmund's Community Association		Community Commercial*
2	And/Invoice to:  Name of organisation if applicable:	Hereinafter called the Hirer	
3	Address:  Post Code: SS		
4	Email:	Telephone: 01702 Mobile:	
5	St Edmund's Community Association agrees to permit the hirer to use the premises for the purpose, period and fees as detailed below:		
6	Date/s of Hire..... Thereafter every week/month*/except school holidays* *delete		Casual* Regular*
7	Times from.....to.....	Total Hours	
8	Main Hall *                      Rate per hour. £  Annex meeting room.*    Rate per hour £  Lockers	Total  Total	£  £  £
9	£50.00 refundable deposit Community Rate £100.00 refundable deposit Commercial Rate		£
11	Numbers attending (approx).	Grand Total	£
12	Purpose:	Method of payment	Cheque* Cash* Card*
13	Named steward/s if not the hirer:		
14	Special requirements:		

I am over 18 years of age and have received, read and do agree to the Terms and Conditions relating to the hire. All information given by me is accurate.

Signed.....Print name.....Date.....

Please return this form duly completed together with your remittance to the address shown above. (Post Box by side entrance).St Edmunds Community Association is a registered charity no: 1118103.