



**Black Notley Community Association,
Recreation Hall,
Black Notley
Braintree,
Essex
CM77 8NE**

**Booking Secretary: Bruce Bickmore
Tel: 07731 756181**

APPLICATION FORM FOR THE HIRE OF THE RECREATION HALL

The Conditions of Hire and the Scale of Charges are as agreed by the General Committee and are set out in separate leaflets.

This form when completed should be sent with a Stamped Addressed Envelope along with the Booking Deposit of £50.00 to the address above, marked for the attention of Mr B Bickmore.

All cheques must be made payable to: **Black Notley Community Association**

Name of Applicant:

Address

Date of Application:

Tel. No:

Organisation Represent:

BNCA Membership No(if applicable):

Date of joining:

Day and Date Hall Required:

Licensed Bar: YES?NO

Time Required: From: To:

Purpose for which Hiring Required

Number of persons expected to attend:

(MAX CAPACITY 150)

In signing my name below, I agree to pay the appropriate charges and to abide by all the Conditions of Hire, of which I have received a copy and read.

Signed

Date

Two copies of the Hiring Agreement will be sent to you when this form, together with the Booking Deposit of £50.00) is received. Please sign both copies and return one copy to the person named above.

For Official Use only

Details of Hire Charges: **Less Discount:** **Total Charge:**

Deposit Amount Paid: **Date Rec'd:** **RCT NO:**

Security Deposit for Key: **Due Date:** **Date Rec'd:** **RCT NO:**

Balance **Due Date:** **Date Rec'd:** **RCT NO:**

2 Separate cheques for balance and security Deposit please.

The Black Notley Community Association – Registered Charity Number 1027564