

<i>Organisation Name:</i>			
<i>1st Contact:</i>		<i>2nd Contact:</i>	
<i>Name:</i>		<i>Name:</i>	
<i>Phone:</i>		<i>Phone:</i>	
<i>Email:</i>		<i>Email:</i>	
<i>Address:</i>		<i>Address:</i>	
<i>Post Code</i>		<i>Post Code</i>	
<i>Date booking required:</i>		<i>day</i>	<i>month</i> <i>year</i>
<i>For regular bookings, please give details (e.g. every week, first Monday in month):</i>			
<i>Start time:</i>		<i>Finish time:</i>	

1. I have read and accept the Terms & Conditions of hire.  
I understand that Linslade Parochial Church Council holds no third party liability insurance in respect of lettings and that it is my responsibility to organise this, should it be needed.
2. I have noted in particular the points in the Terms & Conditions of hire relating to my individual responsibility for Health and Safety, Safeguarding, Fire Doors, Security and actions in case of fire.
3. I have noted the advice on the Incident Procedure.
4. I agree to pay the full charges as appropriate.
5. I understand that these fees must be paid by cheque (s) (payable to Linslade P.C.C.) in full at least 7 working days prior to date of the booked event.
6. I understand that this booking is for the Keith Saunders room only and if I require access to other areas, then I need to complete a booking form for them separately.

Signed: .....

Date: .....

Please return this form to:

Mrs. Janet Miller,  
45, The Paddocks,  
Linslade, Beds. LU7 2SX

Tel: 07561 836 695 e-mail: [JanetMiller.lch@gmail.com](mailto:JanetMiller.lch@gmail.com)