



Wexham Parish Council

Mrs A Galvin

Clerk

Tel no 01753 644887

e-mail: clerk@wexhamparishcouncil.gov.uk

office address:

Harvey Memorial Hall

George Green Road

George Green

Slough

SL3 6BJ

HARVEY MEMORIAL HALL, GEORGE GREEN LETTING AGREEMENT

Name of applicant or organisation hiring the hall

.....

Date of hiring **Time of hiring**

Number of persons expected to attend

Accommodation required

Large Hall

Committee room

Refreshment area

deposit £50.00 and other parties/events £100

I, the undersigned agree to adhere to the letting conditions & will hold myself responsible for any damage incurred arising of the use of the hall in accordance with this letting.

Signed.....

Address.....

Address & email to which accounts should be sent if different from above

.....

Date

The Parish Clerk will advise the caretaker of the times required.

Please note that the hall should not be left unattended during the time of the letting and if the letting is finished before the said time then the caretaker should be contacted.

Any damage to the hall is the responsibility of the hirer during the letting & until the caretaker arrives at the agreed time.

Any none food waste must be put in a black sack provided & any food waste must be taken from the hall & disposed of by the hall hirer.

Hirer must advise the Clerk of any hall decorations & details of attachment to walls agreed.