

POLO FARM SPORTS CLUB

Littlebourne Road, Canterbury, Kent CT3 4AF
Telephone: (01227) 769159 www.poloform.org



PAVILION BOOKING FORM - DAYTIME HIRE

Date Required	<input style="width: 50px;" type="text" value=" / "/> <input style="width: 50px;" type="text" value="/20"/>	Hours Required	<input style="width: 100px;" type="text"/>	to	<input style="width: 100px;" type="text"/>	Numbers Attending	<input style="width: 50px;" type="text"/>
----------------------	---	-----------------------	--	----	--	--------------------------	---

Reason for Function (e.g. Meetings)

Equipment Required (e.g. whiteboard / ohp screen etc.)

Name of Hirer:

Address:

.....

Post Code Daytime Tel. No.

Evening Tel. No. Mobile No.:

Simple lunches can be provided, contact details will be provided upon enquiry.

Rules of Hire

1. All bookings must be made via **Mr. Dick Laslett, 1 Highborough Cottages, Foxborough Hill, Woodnesborough, Sandwich CT13 0NY**. Tel.: 07702 459332 and a booking form must be completed
2. Payment is required in advance.
3. The hirer will be liable for all damages to Club property howsoever caused.
4. All bookings are subject to ratification by the executive committee.

Charges: (please tick)

Meeting Room Hire	<input type="checkbox"/>	£	(including VAT)
Whole Pavilion	<input type="checkbox"/>	£	(including VAT)
Car Park Area	<input type="checkbox"/>	£	(including VAT)

Declaration:

I agree to the above conditions and enclose a cheque for £ _____
(Cheques should be made payable to Polo Farm Sports Club)

Signed: Date:

For office use only: Agreed by P.F.S.C. Exec. on Amount Recd.
Damage Chq. Returned/Destroyed