

Library & Heritage Services

Application for the Hire of a Library Hall or Meeting Room

Please Complete the following in block letters:

Name

Address

Organisation

Position
(If applicable)

Hire of hall at..... Library

On __ / __ / 20__

Fromam/pm toam/pm

For the purpose of

With alcohol / Without alcohol (Please delete as necessary)

Hire charge for hall:

Schedule No.....

Surety Deposit = £.....

Hire of Hall = £.....

Total = £.....

Deposit paid = £

Date:.....

Surety deposit Schedule 1 – £200

Surety deposit Schedule 2 – £100

Surety deposit Schedule 3 – £50

Outstanding balance to be paid within 14 days of
hire date = £.....

I undertake to abide by the Conditions of letting. In particular, I hereby agree to pay the charge of £_____ for the above hire in the manner provided (as in Clause 6 of the Conditions of letting) and any other charge(s) payable.

Please Chair the hall for _____ People.

Signed _____

Tel No _____

Dated _____

For Office use only Hourly rate of letting:

Deposit paid: £ _____

Date: _____

Receipt No: _____

Balance paid: £ _____

Date: _____

Receipt No: _____



ISLINGTON