



Letting Agreement/Hire Booking Form

Franklin Way, Croydon, CR0 4YD

Tel: 0208 8686 8103 option 2

Email: finance@acorns2oaks.net

Name of Person responsible for Letting/Hire (Print):

Name of Organisation:

Address:

..... Post Code:

Telephone Number:

Purpose of Hire:

Day/Date(s) of Hire: No of weeks:

Time of Hire: From To Rate per hour: £

Number of People:

Which room(s) is/are required:

Equipment required:

Hirer's Signature: Date:

(I have read the Terms and Condition of Hire and agree to abide by them)

NOTE: Persons applying for use of these premises MUST read the Terms and Conditions of Hire (as set out).By signing this Agreement, the hirer confirms they have read the Terms and Condition and agrees to abide by them.

Acorns 2 Oaks Ltd OFFICE USE ONLY

AUTHORISED BY: DATE

TOTAL COST OF BOOKING:

INVOICING SCHEDULE (if applicable):