



**Upper Norwood Library
 Hub on the Hill
 Meeting Room Hire
 BOOKING FORM**

HIRER'S DETAILS

Name/organisation			
Address	N/A		
Tel. number:		Mobile:	
E-mail			

DETAILS OF BOOKING

Date(s) and times(s) required	
Purpose of booking	
Number of participants expected	

If full balance is not cleared at time of booking a 25% deposit is payable, with balance to follow as soon as possible thereafter, prior to use.

**Please pay by bank transfer to:
 Account name: Upper Norwood Library Trust;
 Sort code: 08-92-99; Account number: 65612116**

Total cost of hire: £25/per event	Deposit amount: £
	Balance: £

I (name) on behalf of (organisation)

Confirm that I have read and agreed to abide by, the conditions of hire for the Upper Norwood Library Trust meeting room and ensure that all hire charges are paid promptly.

Signature:

Date: