***RPLC* Registered Charity No. 200069**

Vestry House, Tel: 020 8948 5701

21 Paradise Road, Fax: 020 8332 6792

Richmond, TW9 1 SA Email to: [**grants@rplc.org**](mailto:grants@rplc.org)**.uk**

**APPLICATION FOR USE OF THE VESTRY HALL**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Organisation: | |  | | | | | | |
|  | | | | | | | | |
| Name of Hirer: | |  | | | | | | |
|  | | | | | | | | |
| Email: | |  | | | | | | |
|  | | | | | | | | |
| Address: |  | | | | | | | |
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|  |  | | | | | | | |
| Telephone. |  | | | | Mobile |  | | |
|  | | | | | | | | |
| Registered Charity No: | | | |  | | | | |
|  | | | | | | | | |
| BOOKING: | Day of the Week: | | |  | | | | |
|  | Date: | | |  | | | | |
|  | Start Time: | | |  | | | | |
|  | End Time: | | |  | | | | |
|  | | | | | | | | |
| Nature of the Meeting: | | |  | | | | | |
|  | | | | | | | | |
| Maximum number attending: | | | |  | | | | |
|  | | | | | | | | |
| Will the general public be admitted? | | | | | | | YesNo | |
|  | | | | | | | | |
| If there is a charge for admission what is it? | | | | | | | |  |
|  | | | | | | | |  |
| Do you require the LCD Projector? | | | | | | | | YesNo |

I hereby apply for the use of the Vestry Hall and I undertake personally to ensure that the Terms and Conditions of Hire, a copy of which I have read (see [**http://www.rplc.org.uk/vestry\_hall.htm**](http://www.rplc.org.uk/vestry_hall.htm)),are strictly complied with.

|  |  |  |  |
| --- | --- | --- | --- |
| Signed/Name: |  | Date: |  |

**Provisional Bookings** will only be held for **10 days** from the date of the booking**.**

If **payment** is not received **one month in advance,** the booking will not be held.

**Public\Vestry Hall \Vestry Hall Booking Form.docx**