

THE MARTINDALE CENTRE

Station Road, Horsted Keynes, RH17 7ED

EQUIPMENT BOOKING REQUEST

Please send completed forms to: Martindale Booking, Summerlea, Hamsland, Horsted Keynes, RH17 7DX
or email to martindaleHK@gmail.com

HIRER

ADDRESS

POST CODE CONTACT

PHONE EMAIL

PURCHASE ORDER / REFERENCE

EVENT DATE(S)

COLLECTION TIME RETURN TIME

EVENT DESCRIPTION

DATE OF BOOKING SIGNATURE

ITEMS REQUIRED

..... x TABLES	@ £2 EACH	=	£
..... x CHAIRS	@ £2 EACH	=	£
..... x CHINA	@ £3 PER SET OF 10 (cup/saucer/bowl/large plate/small plate)	=	£
..... x GLASSES	@ £5 PER BOX (Wine or Beer)	=	£
..... x CUTLERY	@ £2 PER SET OF 10 (large knife/large fork/spoon/small fork)	=	£
..... URN	@ £5	=	£

TOTAL HIRE CHARGE PER DAY = £ (Minimum £10) = **TOTAL CHARGE £**

(N.B. All breakages to be replaced at Hirer's expense)

SOURCE **KEY**

INVOICE No. **INVOICE DATE**

TOTAL PRICE £

LESS DEPOSIT £ **PAID ON**

BALANCE DUE £ **BY**

BALANCE PAID £ **ON**