

# THE MARTINDALE CENTRE

Station Road, Horsted Keynes, RH17 7ED

## PREMISES BOOKING REQUEST

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

HIRER .....

ADDRESS .....

.....

POST CODE ..... CONTACT .....

PHONE ..... EMAIL .....

PURCHASE ORDER / REFERENCE .....

EVENT DATE(S) .....

START TIME ..... FINISH TIME .....

EVENT DESCRIPTION .....

DATE OF BOOKING ..... SIGNATURE .....

### FACILITIES REQUIRED

- MAIN HALL: ..... HOURS @ £12 PER HOUR = £ .....
- SMALL HALL: ..... HOURS @ £ 8 PER HOUR = £ .....
- USE OF KITCHEN ..... @ £10 PER SESSION = £ ..... (IF REQUIRED)
- WHOLE CENTRE: ..... HOURS @ £20 PER HOUR: = £ ..... (KITCHEN INCLUDED)
- WHOLE CENTRE @ £175 DAILY RATE (09:00 TO 23:00) = £ ..... (KITCHEN INCLUDED)

**TOTAL HIRE CHARGE = £ .....**

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**SOURCE** ..... **KEY** .....

**INVOICE No.** ..... **INVOICE DATE** .....

**TOTAL PRICE** £ .....

**LESS DEPOSIT** £ ..... **PAID ON** .....

**BALANCE DUE** £ ..... **BY** .....

**BALANCE PAID** £ ..... **ON** .....