

STONDON PARISH COUNCIL

OPEN SPACE BOOKING REQUEST FORM

Please email completed forms to: clerk@stondon-pc.gov.uk

Name of Hirer:			
Organisation Name:			
Address:			
		Postcode:	
Email:			
Tel:			
Billing Address (if different from Hirer)			
		Postcode:	

Facilities Required	For training	For Matches	Other purpose (please specify)
The Pastures – Recreation Ground			
The Pastures – MUGA			
Pollards Way Adult Gym Equipment			
Pollards Way Football pitch			
Pollards Way Open Space			
Morello Way Open Space			
Play Areas only – The Pastures, Meadowsweet, Morello Way, Woodpecker Mead, Birch Grove, Lilly Walk, Pollards Way.			

Please note that changing rooms and toilet facilities are only available at the Community Centre. Toilet facilities and access to electricity at The Pastures must be booked via Stondon Village Hall Management Committee – email:

bookings@stondonvillagehall.org.uk

Hire Dates and Times							
Single hire date:	Date:				Time		
Multiple hire dates: (please tick)	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Inclusive time: (including preparation)	Start	Start	Start	Start	Start	Start	Start
	Finish	Finish	Finish	Finish	Finish	Finish	Finish
Dates:	Start:						
	Finish:						

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Excluded dates: (please specify)	
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CONFIRMATION OF BOOKING TERMS AND CONDITIONS - I have read and understood the terms and conditions of hire detailed in the Council's Open Spaces Hire Policy and undertake to observe the conditions attached. I also agree to pay the agreed hire charges by the date set out in the agreement and in line with recommended timelines on the Policy.

Signature of Hirer		Date	
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Please note: Booking Confirmation - A booking will only become binding on us when a booking confirmation has been issued to you. Data Protection - Your information will be held under the Data Protection Act 2018 and will be used by the Council to provide the service applied for and to confirm, update and enhance our customer records.