



**BOURNE
UNITED
CHARITIES**

RED HALL BOURNE LINCOLNSHIRE PE10 9LY
No.216000

Registered Charity

Mrs G S Clingo
Clerk to the Trustees
Telephone/Fax 01778 422387

HIRE OF THE RED HALL

With reference to your enquiry regarding the hire of The Red Hall, please complete a booking form and return, to confirm details of your requirements.

Your attention is drawn to conditions 8 and 9 of the hiring conditions (copy attached) regarding the payment of a small deposit at the time of booking, which is deducted from the final invoice, and the payment of a refundable deposit to safeguard against damage etc.

Should the deposit of £10 not be received within fourteen days from the date of this letter, it will be assumed that you do not wish to retain the booking and your name will be removed from the diary.

In relation to 'booking times' on the attached form, please note that this relates to the time you wish to be given access to the rooms to prepare for your function, and not the 'start time' of your function. The caretaker will be in attendance at these times to unlock/lock the building.

It is important to remember that **THE RED HALL IS A NO SMOKING BUILDING**. If anyone attending a function wishes to smoke outside the premises, then the hirer is responsible for clearing away any rubbish left, including cigarette ends.

Should you require any further information regarding the hire of rooms, or the contents of this letter, please do not hesitate to contact me. If the office is closed please leave a message and we will call you back.