



# LOOSE PARISH COUNCIL

**CLERK: Kim Owen**

Holly Glade Pembroke Road Coxheath Maidstone ME17 4QJ

**Tel:** 07855 000156 (Mon-Fri 9.00am-5.00pm)

**website:** [www.loosepc.kentparishes.gov.uk](http://www.loosepc.kentparishes.gov.uk)

**e-mail:** [office@loose-pc.gov.uk](mailto:office@loose-pc.gov.uk)

## HIRE OF THE LOOSE PARISH PAVILION

Thank you for your recent enquiry regarding the hire of the Loose Parish hall.

Please find attached the hiring agreement. It is important that you read through all the documentation, prior to completing the booking form. (Only the first two pages need to be returned – please retain a copy for your information). The completed signed agreement should be returned to the Clerk (can be scanned and sent via email), or to address as above, with the full payment being made by either direct payment (bank details on the hiring form) or by cheque made out to Loose Parish Council within the next 7 days. Aside from the hire fee, a separate returnable deposit of £50 is also required, this can be paid direct into the LPC bank account or by cheque. If you require the deposit to be returned directly into your bank account following the hire please provide your banking details directly to the Clerk. A receipt is not normally sent.

On the day of hiring, the hall will be opened ready for use and closed at the end. Please note that the times quoted on the booking form, should take into account time needed for setting up and clearing up. All rubbish must be taken away, the hall must be swept, and kitchen area left as found. **Please do not leave the premises unattended at any time, unless it has been agreed with the Clerk/Deputy/Communications & Media Clerk or Caretaker.**

We would also like to bring to your attention that the football field and changing rooms in the pavilion may be used whilst you are using the hall, but this should not affect the use of the hall, and kitchen areas. All football teams that use the facilities, and car parking, are always made aware if other hirers are using the hall, and consideration by all hirers must be shown.

If you have any queries or questions please feel free to phone the Communications & Media Clerk, Anne Rigby or the Deputy Clerk, Liz McLaren or me, during the Parish Council office hours (Mon-Fri 9.00am to 5.00pm).

Yours sincerely,

Kim Owen  
Clerk to the Parish Council

### **Other Contact Telephone Numbers:**

Anne Rigby	-	Communications & Media Clerk	-	07419 986538 (pavilion bookings)
Liz McLaren	-	Deputy Clerk	-	07921 809161 (pavilion bookings)
John Hawker	-	Caretaker	-	07842 207597 (accessing premises)