



## Request to book The Box Moor Old Barn or Gadespring Cressbeds for a one-off or series of events.

Name of Applicant:	
Company Name or Organisation:	
Charity No. or Company No.:	
Billing Address:	
Contact Tel No.:	
Email Address:	
Purpose of Booking:	
Location of Booking:	
Day & Date of one- off event:	
or: Details for a series of events:	
Other equipment required if available:	
Other areas required if available:	
Start Time (including set up time):	
Finish Time (including clearing up time):	
Expected Attendance:	
Any other comments:	

### Hire costs:

All costs are inclusive of vat. A cleaning charge of £35 will be added on to any booking unless you specify that you will clean the building after use. Cleaning time will be included in your hire time.

### Community Groups, Charities and Schools

Half day (less than 3 hours): £25

Full day: £50

Late leaver fee: £10/hour

The Box Moor Trust Centre, London Road, Hemel Hempstead, Herts, HP1 2RE

Tel: 01442 253300, Email: [admin@boxmoortrust.org.uk](mailto:admin@boxmoortrust.org.uk)

[www.boxmoortrust.org.uk](http://www.boxmoortrust.org.uk)

Registered Charity No: 206142

**Business/Commercial**

Half Day(less than 3 hours): £50

Full day: £100

Late leaver fee: £15/hour

I have read and agree to abide by the terms and conditions of letting for The Box Moor Trust  
Centre Facilities: **Signature of Hirer** ..... **Date** .....

*This form does not guarantee that the premises are available on the date you have requested. We will confirm availability when prior bookings and other circumstances have been taken into account but you will receive confirmation from us.*