

## Seend Lye Recreation Field

### BOOKING CONFIRMATION

Please use this form to book the Lye Recreation Field and/or the Irene Usher Memorial Pavilion, Rusty Lane  
SEEND SN12 6NS

NAME and/or Organisation: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POST CODE: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Date	Hall	Field	Times		Total Hours	Hire Charge
			From	Until		



The Pavilion is equipped with a public address system with hearing loop. If you wish to use this system please indicate here> YES / NO

**Please take this opportunity to read the terms of hiring on the reverse of this form.**

**Payment:** Please pay when collecting the key to the building. Cheques should be made payable to “Lye Field”.

**Keys:** Available from Richard Walker at Seend Post Office, Tel: 01380 828250 DURING OPENING HOURS, unless specific alternative arrangements are made. The key provides access to the main hall and kitchen, but not the Committee Room, unless specifically requested. **Please return the key to Seend Post Office promptly after use.**

**Have you thought about a donation? Through Gift Aid we can reclaim the income tax paid on your kind donation.**

The Seend Lye Recreation Field is a charitable trust which relies upon fundraising and donations to meet annual running costs. Your donations are greatly appreciated and will help maintain and preserve our community recreational facilities. If you are a UK Income or Capital Gains taxpayer, the tax paid on the value of your donation can be reclaimed by the Lye Field. Please read the statement on the reverse of his form before entering the details below. Gift aid forms are available from Richard at the Seend Post Office. You may also [download the form from the web site here](#). Thank you.

## Seend Lye Recreation Field

### TERMS OF HIRING – IRENE USHER MEMORIAL PAVILION

#### AND SEEND LYE RECREATION FIELD

1. **Please leave the building and field as you would expect to find them.** In particular, before securing the building please turn off taps in the kitchen and toilet areas and the kitchen water heater. On leaving the building please ensure everyone has left. Close all windows, switch off all lights, lock all doors and close all windows.
2. If required, cleaning materials and equipment are available in the last room on the right off the entrance foyer.
3. Please ensure that all perishables, food and refuse are removed by yourself or your caterers. It would be helpful if any refuse sacks generated and recyclable items are taken away. Please use the bin provided outside if required.
4. **In the unlikely event that the building or field are left in an untidy or dirty state the Committee reserves the right to make an additional charge to cover costs of labour, disposal and damages.**
5. Your attention is drawn to **FIRE REGULATIONS** posted on display in the foyer. Please familiarise yourself and guests with emergency exit signs, routes and firefighting appliances.
6. **The use of fireworks on any part of the Seend Lye Recreation Field property is prohibited at all times regardless of the season.**
7. Heating for the building, if needed, is programmed weekly, so please ensure that times of occupancy are clear so that this can be set for you.

Finally, we hope you enjoy your use of the Lye Field facilities and that you will remember that maintenance and administration of the facility is done by willing volunteers. Please help by playing your part in its upkeep. We welcome your feedback by email, or through the website at [www.seendlyefield.org](http://www.seendlyefield.org).

I understand and agree the terms of Hiring above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_