



## **Groby Community Library - Application for Hire of Facilities**

**Please complete this form and return it to the library or email to [enquiries@grobylibrary.co.uk](mailto:enquiries@grobylibrary.co.uk)**

**Name of applicant .....**

**Address .....**

**Tel: daytime .....Tel: evening .....**

**Email: .....**

**Name of organisation.....**

**Purpose of use .....**

**Expected number of people attending.....**

**Time from/to.....**

**Date/s of hire.....**

**Tables required.....Chairs.....**

- I understand that my letting includes time for setting-up and time to pack away.
- I have read and accept the terms and conditions and agree to pay Groby Community Library for any losses or damages incurred during this hire period caused by the hire organisation.

**Signed..... Date.....**

**Approved..... Date.....**

**Amount Paid.....Cash/Cheque/BACS .....**

**Terms and Conditions to be kept by the Hirer.**

**When the application is approved, the room hire must be written in the diary for the relevant date/s with the name of the Trustee who will be opening & closing the library.**