



Goudhurst Parish Hall

The Plain. Goudhurst, Kent, TN17 1AH

Charity number 302751

Date: Booking/Invoice reference:

Dear

Thank you for your enquiry about hiring the Goudhurst Parish Hall and I now attach the following :-

1. A Letting Agreement and Standard Conditions of hire form.
2. Important "Instructions for hirers" leaflet.
3. A payment Invoice .

Please print off a copy of the three forms and return them, duly completed and signed, to: **The Treasurer GPH, Chestnuts, Beresford Road, Goudhurst, TN17 1DN.**

Please attach a cheque for the hire charge and a separate cheque for the damage deposit (if requested on the invoice). Payments** can also be made online to the following bank account:

Bank: Barclays Bank
Account name: Goudhurst Parish Hall
Sort Code: 20-02-62
Account no: 4050 8896

**Please make sure you include the invoice no/payment reference.

Once we have received both forms and your payment, the booking will be confirmed. Thank you very much for booking your event with us which we hope it will be a great success.

Best regards,

Booking Clerk,
FOR Goudhurst Parish Hall Committee.

(V2_Sept 2020)