



The Foundation of Lady Katherine Leveson

The Old Hall at Temple Balsall

Application to hire the Old Hall

Please answer all the questions in this application. The more information you supply, the better we will be able to meet your requirements.

Date required

Time required.

From (not before 9.30am) to (not after 11.00pm)
(remember to include preparation and clear up time; consult your caterer)

Nature of function (i.e. Conference, Club Dinner, Private Dinner, etc)

I have attached/will forward a programme for the day.

Approximate number of people expected to attend

I wish to use the tablecloths £10 charge Yes/No

If catering of any sort is involved please give the name and address of the person who will be responsible.

I apply to hire the Old Hall

Signed Date

Name and address
.....
.....

Daytime telephone number

Please enclose your deposit (25 % of total hire charge).
Cheques should be made payable to 'The Foundation of Lady Katherine Leveson'.
and sent to The Old Hall, Temple Balsall, Knowle, Solihull B93 0AN
 Tel 01564 778022 Fax 01564 778432