

# **LECHLADE MEMORIAL HALL AND PAVILION**

Oak Street, Lechlade, GL7 3AY

**Hall and Pavilion Bookings:  
01367 252338**

**Please note that all bookings for the Memorial Hall and Pavilion must now be made with the Town Clerk, either in the office in person or by telephone.**

**Regular** user groups will each have a key to retain. A long term deposit of £10 will be required to cover the cost of any loss/replacement.

**Casual** users will be required to collect the key of the hall and pay during opening hours as close to the booked time as possible. The key should be returned at the earliest opportunity either to the office or (if closed) posted through the letter box.

**Between 9.30 and 10.30am, anyone is welcome to drop in to raise brief enquiries or to make facility bookings. For more complex enquiries, appointments are available between 10.45 and 11.45am. Outside these times, the office is closed to the public.**

In future all payments will only be accepted by cheque for ease of collection.

Thank you.

Clerk, Lechlade-on-Thames Town Council

January 2009