

LECHLADE MEMORIAL HALL AND PAVILLION

Oak Street, Lechlade, GL7 3AY

**Hall and Pavillion Bookings:
01367 252338**

Please note that all bookings for the Memorial Hall and Pavillion 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.

Please note the Town Council office opening hours are normally Monday to Friday, 9.15am to 12.15pm.

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

Thank you.

Clerk, Lechlade-on-Thames Town Council

January 2009