

# ALL SAINTS' YOUTH & COMMUNITY HALL BOOKING REQUEST FORM (2017)

Name of Hirer or Hiring Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Approximate numbers attending: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Room(s) required (tick) – Main Hall  Kneller Room  Clements' Room  Kitchen

Rates: Main Hall and Kitchen: £14 per hour Kneller Room: £8 per hour

Clements' Room: £7 per hour Kitchen: £2 per hour

Single Booking – Date of Hire:     /     /     Time of Hire: From: \_\_\_\_\_ To: \_\_\_\_\_

Regular Booking – Day(s) of Hire: \_\_\_\_\_

Time of Hire – From: \_\_\_\_\_ To: \_\_\_\_\_

Commencing Date:     /     /     Final Date:     /     /     or Ongoing (tick)

Do you require bookings term time only? Yes/No

Please ensure you leave sufficient time for setting up and clearing away.

*I accept all responsibility and agree to be in attendance throughout the event. I accept that no alcoholic liquor will be sold in the Hall or adjacent land and there will be no smoking in the Hall.*

*I agree to abide by the Rules and Conditions of Use, a copy of which I have received and read.*

*Please note: A refundable cash deposit of £50 is required as security against damages.*

**Signed:** \_\_\_\_\_ **Date:**     /     /

*For Office Use Only:*

Deposit Received:     /     /     £ \_\_\_\_\_     Booking Confirmation Sent:     /     /

Deposit Returned: \_\_\_\_\_

Hire Fee Paid:     /     /     £ \_\_\_\_\_     Website Entry:     /     /

Website Details: \_\_\_\_\_