

BOOKING REQUEST FORM - 2021

Name of Hirer or Hiring Organisation: _____

Contact Name: _____

Position in Organisation: _____

Address: _____

Tel No: _____

Email: _____

Purpose of Hire: _____

Approximate numbers attending: Adults: _____ Children: _____

Rooms required (tick): Main Hall ☐ £14 per hour Kneller Room ☐ £10 per hour
 Kitchen (to accompany another room) ☐ £2 per hour Clements' Room ☐ £8 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 Terms & Conditions of Hire as set out in the Booking Agreement, a copy of which I have received and read.*

☐ *I agree to ASYCH holding my data on file until the booking has expired in accordance with GDPR regulations.*

Please note: A refundable cash deposit of £100 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: _____