



BOOKING REQUEST FORM - 2024

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 £17 p/hour Kneller Room £11 p/hour
- Clements' Room £8 p/hour Room 2 £5 p/hour
- Kitchen £2.50 p/hour (to accompany another room - not for individual hire)

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 within your hire period

- 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 without an appropriate licence authorised by ASYCH 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 deposit of £100 is required as security against damages.

Signed:

Date:.....

<i>For Office Use Only:</i>	
Deposit Received:	£ _____ Booking Confirmation Sent:
Deposit Returned:	
Hire Fee Paid:	£ _____ Website Entry:
Notes:	