

ALL SAINTS' YOUTH & COMMUNITY HALL BOOKING REQUEST FORM

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: £15 per hour Kneller Room: £9 per hour

Clements' Room: £8 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: _____