



# 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

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: .....

Regular Booking: Time of Hire: From: ..... To: .....

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

Do you require bookings term time only? Yes / No

**Your hire period must include time for setting up and clearing away. No extra time is allowed.**

- 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:			