

## Booking Form/Hire Agreement

Contact Details (please use block capitals)

Full name: .....

Group/Organisation: .....

Full Postal Address: .....

.....

Telephone Number(s): .....

Email: .....

<b>Date of Hire</b>	
<b>Time for hire:</b> (inc. set up & clear away) please use 24hour clock	
<b>Type of Event</b>	
<b>Estimated Number of attendees</b>	
<b>User Type</b>	Resident <input type="checkbox"/> Non-Resident <input type="checkbox"/> Not for profit <input type="checkbox"/> Commercial <input type="checkbox"/>
<b>Areas of Hire:</b>	Whole premises (inc. kitchen and meeting room) <input type="checkbox"/> Main hall and kitchen <input type="checkbox"/> Meeting room only <input type="checkbox"/>

The Memorial Hall is not licensed for the sale of alcohol and hirers who wish to do so, must obtain a licence themselves or hire in a bar service. A copy of the licence details must be provided to the Clerical Assistant prior to the event. I wish/do not wish\* to sell/provide alcohol\* on the premises.

If you are providing or hiring equipment, please provide details: .....

.....

Signed ..... Date .....

### Booking Conditions

- Strictly no pyrotechnics, fireworks, candles or tea lights.
- Any equipment brought into the building (e.g. laptops, projectors, fans, etc.) **must be PAT Tested.**
- Booking forms are to be returned to the Clerical Assistant via email [office@greatshelfordparishcouncil.gov.uk](mailto:office@greatshelfordparishcouncil.gov.uk) or post.
- Regular Hirers: invoices will be sent monthly and are to be paid within 14 days.
- Ad hoc Hirers: Invoices will be sent prior to the hire and must be paid, in full, before the booking itself takes place.