## Hirer’s Details

|  |  |  |
| --- | --- | --- |
| Organisation (if applicable) |  | |
| Name |  | |
| Telephone Number | Landline: | Mobile: |
| Email Address  (required for issuing invoice) |  | |
| Postal Address |  | |

## Booking Information

|  |  |  |  |
| --- | --- | --- | --- |
| Date of booking | Click or tap to enter a date. | | |
| Area required (please tick all that apply) | Main Hall  Meeting Room  Kitchen (other than for hot drinks) | | |
| Time required (include setting up & clearing away if each longer than 15 minutes) | From: | To: | |
| Event name |  | | |
| Number of persons attending |  | | |
| Purpose of event (tick as appropriate) | Business Meeting  Community Event  Dance/Fitness  Elections | Entertainment  Youth/Special Interest Group  Other | |
| Will your event involve any of the following? | Provision of alcohol  Running a lottery, tombola or raffle  Hire of a bouncy castle | | |
| *Should any of these activities be ticked, the Booking Clerk will contact you to seek further information.* | | |
| Additional information or  specific requirements |  | | |

I have read, and agree to abide by, the Terms and Conditions of the Hirer’s Contract issued with this form.

|  |  |
| --- | --- |
| Signed: | Date: |