## 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: |