



SHILBOTTLE COMMUNITY HALL ROOM HIRE APPLICATION FORM ~ SINGLE EVENT

Registered Charity No.: 1129088 Company No.: 06817532

Please return your completed booking form to the bookings secretary:
shilbottlecommunityhall@gmail.com or Shilbottle Community Hall, Grange Road, Shilbottle, NE66 2XH

Day of Event (dd/mm/yy)	Start time (including set up time) (HH:MM)	End Time (including clearing away time) (HH:MM)	Total Hours (including set up and clearing away time)

Description of event:

Number of people expected at your event	
Please state what type of event you are holding	PRIVATE/ PUBLIC

Facilities required ~ please tick all required:

Main Hall	Bilton	Whittle	Grange	Kitchen with use of cooker	Kitchen without use of cooker	Changing Rooms

Equipment required ~ please check all required:

Flipchart	Projector	PA system	Staging (state size):

Contact details:

Name	
Address	
Postcode	
Email Address	
Telephone Number	
Group attended at Hall	

Proposed method of payment:	CASH / CHEQUE / BACS
-----------------------------	----------------------

If you intend to pay by cheque, please make it payable to: **Shilbottle Community Hall Charity.**
Details of how to pay by BACS will be on your invoice.

Shilbottle Community Hall has a Premises Licence authorising the following regulated entertainment and licensable activities from 09:00 to 11:59 each day:

Please indicate which licensable activities will take place at your event:					
Performance of plays	Showing of film or clips	Indoor sporting event	Boxing or Wrestling	Performance of live music	Playing of recorded music
Making Music	Performance of dance	Dancing	Other similar entertainment	Alcohol but not for sale	

Would you like to be able to sell alcohol at your event?

Please note: if you would like to sell alcohol at your event, you will need to obtain permission from the Management Committee in order to apply for a Temporary Event Licence. The Management Committee reserve the right to refuse your request.

Any other comments/requests:

Please tick to show you understand the following:

<input type="checkbox"/>	<i>I have read and agree to abide by the conditions of hire</i>
<input type="checkbox"/>	<i>I understand that Shilbottle Community Hall will only use this information in connection with my booking including sending out invoices, informing the keyholder for the day details of opening/closing, contacting you re any changes to the booking or to follow up concerns after your event</i>
<input type="checkbox"/>	<i>I understand that Shilbottle Community Hall will store my data in accordance with Data Protection Legislation and that it will be kept with its accounts for 7 years</i>

Signature

Date

For Office use only:

Booking Details Confirmed	Date	Signed
Booking form received		
Booking fee quote sent		
Damage deposit received (where applicable)		
Booking fee received		
Booking Fee		
Price Band		Day/Eve
Booking Fee		
Booking Organisation	Date/Time	Person
Opening		
Closing		
Booking Requirements		
Room(s)	MH	BR
	WR	GR
	CR	KC
		KN
Flip Chart		
Projector		
PA System		
Stage		Size