



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

Day and Start Date of Group (DDD) (dd/mm/yy)	Frequency	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
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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 tick in the boxes to 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?				Yes / No			
<i>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.</i>							
Any other comments/requests:							
Please tick to show you understand the following:							
	<i>I have read and agree to abide by the conditions of hire</i>						
	<i>I have read and understand my obligations regarding keeping Shilbottle Community Hall COVID-19 secure and will ensure that all present at my event comply with these conditions.</i>						
	<i>I understand that I need to clean and sanitise all surfaces used before, during (where appropriate) and after use</i>						
	<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>						
	<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				