

SOWERBY PAROCHIAL CHURCH HALL – BOOKING FORM

Name and Address of Applicant _____

Postcode

Landline

Mobile

Organisation (if other than private)

Type of Function:

Day and Date of function

Entry time

Exit time

Accommodation required:

Main Hall _____ hours @ £ _____/hr =£ _____

Committee Room _____ hours @ £ _____/hr =£ _____

Kitchen & Crockery @ £10.00 =£ _____

Total Hire Charge =£ _____

Notes:

- 1 Each area of the hall carries a specific hire charge and only those areas booked will be unlocked and made available to the hirer
- 2 The Hall must only be used during the stated times above. Setting up and clearing away must be included in the hire.
- 3 One hour of preparation time is usually allowed free of charge providing that the Hall and Kitchen are booked for a period of more than 3 hours. This hour must be included in the Entry and Exit times above. This must be arranged at the time of booking. This dispensation is at the discretion of the Hall Management Group.
- 4 A Performing Rights Society Licence is required whenever tickets for an event are sold to the general public at which live or recorded music is used. All events must comply with the conditions of the Hall's Entertainments Licence.
- 5 A Temporary Event Notice must be obtained for the sale of alcohol - www.hambleton.gov.uk

Declaration:

I, _____ (name of hirer) have read the conditions of hire attached to this form and the notes above and undertake to comply with these conditions in all respects.

I agree that the Total Hire Charge for the booking shall be £ _____ (as above)

I enclose a cheque made payable to Sowerby PCC for:

Non refundable 50% deposit £ _____

Or The Total Hire Charge (if less than 14 days from hire date) £ _____

I will pay the remainder of the Hire Charge not less than 14 days before hire.

Signature of Hirer

Date

Please return this form fully completed with your cheque to:

Mrs M Ridsdale, Booking Secretary hall@stoswaldsowerby.org.uk 01845 523891