**Warcop Parish Hall Booking Form**

Please complete all sections of the form and return to the booking secretary by:

**e-mail:** keetleyjd@sky.com

**post:** The Bookings Secretary, Stonehaven, Tower Court, Warcop, Appleby, CA16 6NL

**tel:** 017683 41390

|  |  |
| --- | --- |
| **Full name of applicant / hirer** |  |
| **Address** |  |
| **Name of association or group** (if applicable) |  |
| **Contact email** |  |
| **Telephone numbers for contact** (Please include a number for during the event) |  |

**Booking Details**

|  |  |  |
| --- | --- | --- |
| **Room requirements**(Hall / Meeting Room / Both) | **Date of event(s)** | **Time(s)** |
|  |  |  |
| **Will you require the kitchen for serving refreshments?** | **Will you be using the kitchen for cooking?** | **Will you be serving or selling alcohol? \*** |
|  |  |  |
| **Will there be live or amplified music?** (please give details) | **Will you be using your own electrical equipment** (please give details)? | **Storage requirements** (limited space available) |
|  |  |  |
| **Heating Requirements –** please let us know if your event/activity requires a specific temperature |  |
| **Anticipated numbers attending**  |  |

\*There will be an additional charge if an alcohol licence is required. For large events or parties, a deposit will be required and a cleaning fee may be charged. Please request further details from the booking secretary

**Agreement: -** I am over the age of 18 years and I apply for use of the above as indicated. I agree to the Conditions of Hire available on the website (when available), in the Information File in the hall kitchen or upon request. I further agree to indemnify the Committee against all claims arising as a result of non-compliance with the Conditions of Hire. I will also follow the instructions outlined in the hall information sheet and risk assessments for safe use of the hall. I will ensure that risk assessments are in place for physical activities taking place during my hire period.

The management committee reserves the right to refuse any application for hire at its discretion

**Signed…………………………………………………….. Date……………………………………..**

For hall use only

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| --- | --- | --- | --- |
|  Fee |  | Deposit (if required) |  |

BF v5 Dec15