



APPLICATION FOR HIRE:- NEWTON ON THE MOOR JUBILEE HALL

Charity no. 1193440

Name of Hirer or group	
Name of contact person	
Purpose of the hire (<i>Regular user, party, meeting, fund raiser, etc</i>)	
Email Address	
Contact Number	
Date of Booking	
State - Main Hall or Reading room only	
Regular booking state, day of week frequency & start time	
Duration of Hire	
If relevant, details of Hirer's own insurance.	
Do you require use of the stage extention?	Yes No
Do you require use of the P.A system?	Yes No
Please confirm that you have understood and will adhere to the hall's principles and procedures with regard to safeguarding children, young people and vulnerable adults.	Yes No
Confirm you have read the Terms and Conditions of Hire Document Policies and Procedures document and the Safeguarding Policy.	Signed:- Name Date

Payment

Preferred method is BACS: Name: Newton on the Moor Jubilee Hall

Sort Code: 30 98 97

Acc Number: 69594463

Please use your Surname or the name of your group for the payment reference

All bookings for Newton on the Moor Jubilee Hall will be paid for in advance. Cancellations within 14 days will still incur a 50% charge of the booking fee.

The Trustees for the Newton on the Moor Jubilee Hall make every effort to ensure the safety of all who use its premises. The Hirer is solely responsible for premises, equipment, and personnel during the period of booking.

Send this completed booking form to the Hall Secretary:- notmjubileehall@yahoo.com

Reading Room + kitchen	£12.50 per hour.
Main Hall + kitchen	£15 per hour.
Charge for daily use of the main hall as a Polling Station	£200 one-off charge