

Longhorsley Village Hall Booking Application Form 1

Booking Request for an Individual Event

Date required:	Start time:	End time:
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Name of Hirer:	
Address:	
Contact number:	Email address:

Purpose of hire (Party, Meeting, Fund Raiser etc.)	
No. of people expected to attend:	Rooms required: Main Hall, Side Hall or Both:
Will the hall be used for commercial purposes? (e.g. for profit, please delete as applicable)	YES / NO
Will alcohol be consumed and by what arrangements?	YES / NO
<i>Note: If a Temporary Event Notice (TEN) is required the Hirer MUST provide a copy to the Booking Secretary prior to the event.</i>	
Will you need access to the Kitchen facilities? <i>If yes, please clarify:</i>	YES / NO
Will the use of the hall involve music, dancing or other similar public entertainment?	YES / NO
Will the use be on behalf of a club or organization?	YES / NO
Are children or vulnerable adults likely to attend?	YES / NO

- ☐ I confirm that I am over 21 years of age and have read and understood all Conditions of hire.
- ☐ I agree to abide by them while hiring the facilities and will leave the premises as found.

Signed:	Date:
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Booking Information

ALL bookings **MUST** be confirmed, and access arrangements made, with the Booking Secretary prior to use.

Individuals hiring the Village Hall room(s) may be charged whether or not they are used, unless 7 days notification of cancellation is received by the Booking Secretary.