Slaley Commemoration Hall Booking Form

Hirer

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation |  | Partner Organisation? |  |
| Representative |  |  |  |
| Address |  | Email |  |
| Postcode |  | phone |  |

Hire Charges

|  |  |  |
| --- | --- | --- |
| Hiring Fee | £ | The balance is payable before the event for which the Hall is hired. Bank transfer Information: Slaley Commemoration Hall Sort Code 20-40-09 Account Number: 10808342 |
| Any additional charges? | £ |

Facilities required

|  |  |  |
| --- | --- | --- |
| Main Hall |  | Please tick and add any details |
| Community Room |  |
| Sole use of Kitchen |  |
| All facilities |  |

|  |  |  |
| --- | --- | --- |
| Required dates and Times including setting up and clearing up | date | times |

By signing this form, you confirm that you have read and agree to the Terms and Conditions of Hire and all supporting documentation is included as required e.g., Child and Vulnerable Adult Policies.

|  |  |
| --- | --- |
| Name | Signature |
| Date |

|  |
| --- |
| Completed forms should be returned to [slaleych@gmail.com](mailto:slaleych@gmail.com) |
| Secretary & Child Protection and Vulnerable Users contact person: Pat Wilson 01434 673388. Email: pat.wilson28@outlook.com  Chairman: Rosaleen Doonan 01434 673173. Email: [radoonan@hotmail.com](mailto:radoonan@hotmail.com) |