

CLATT VILLAGE HALL

BOOKING FORM FOR ALL EVENTS

(YOU MUST BE OVER 25 TO BOOK THE HALL FOR AN EVENING PARTY)

PLEASE SEND COMPLETED FORMS TO clattvillagehall@gmail.com

ARE YOU OVER 25?

(see terms and conditions)

Yes No

Under 25 – daytime event

Name/Company

Address

Phone number

Email address

Brief description of event

Date of Event

Multiple Dates

When do you need the hall from?

Hours minutes

When do you need the hall until?

Hours minutes

Room requirements

Main hall

(please tick)

Small hall

Both halls

Will kitchen space be required	Yes	No
Will shower space be required	Yes	No
Will gazebos be required	Yes	No
Will staging be required	Yes	No
Outside space	Yes	No
Will alcohol be sold or served?	Yes	No

If Alcohol is sold, a licence is required. It is the responsibility of the hall hirer to make sure a licence is in place. If alcohol is served a responsible adult must make the booking.

I have read and understood the conditions of let and agree to accept them. I agree to adhere to any statutory requirements relating to the booking such as obtaining appropriate licenses and/or permissions, carrying out risk assessments in relation to activities and obtaining insurance if required. I agree to leave the hall in a clean and tidy condition and to pay for any damage, breakages or associated costs. Please note that Clatt Hall will not accept liability for any accidents or occurrences beyond its control.

Signed

Date