**BOOKING FORM**

*for the hire and use of*

KILHAM HALL or the Meeting Rooms, BRANTON

Applicant’s name: ------------------------------------------------------------------------------

Address and postcode ------------------------------------------------------------------------

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Tel. number: -------------------------------------------------------------------------------

E-mail address: -------------------------------------------------------------------------------

Organisation (if applicable) ------------------------------------------------------------------

Date(s) required: -----------------------------------------------------------------------------

Start and finish time to include setting up and clearing away: ----------------------------

------------------------------------------------- Total number of hours: --------------------

Nature of function: --------------------------------------------------------------------------

Number of people expected (maximum 100): ----------------------------------------------

I apply for the hire and use of the Hall in accordance with the details given and, by signing this Form, I agree to abide by the conditions of hire should the application be accepted (which is at the Management Committee’s discretion).

Please read carefully the conditions of hire as set out on page 2. By signing and returning this Form you are formally agreeing to all points mentioned.

On completion of this Form, please email it to michelle@arrowpublications.co.uk **Tel: 07795 387937**

An indication of Hall availability can be given over the phone but telephone bookings will not be accepted without completion of a booking form and full payment.

Payment is by bank transfer. Please use the bank details below for bank payments. Full payment is required at time of booking. Deposits not accepted. In the event of cancellation, refund to be at Booking Clerk’s discretion according to circumstances of cancellation.

Rates for the Hall per hour: £15

Rates for the Meeting Rooms Per Hour £5.00

**Bank details: Sort code: 309268 Account: 22528460**

Conditions of hire

* I undertake to be personally responsible for the hire charge and cost of any damage caused in the course of the hiring and also for any extraordinary expenditure which the Management Committee may have to incur as a result of the hiring and use of Kilham Hall.
* I agree to abide by the conditions of hire and also any reasonable requests made by the Management Committee (via the Booking Clerk).
* I agree to leave the building and the toilets in a clean and tidy manner. Will put any rubbish in the outside bin on leaving and take any recyclables home.
* I agree to pay for any breakages.
* I agree to respect the area and residents around the Hall by keeping noise to an acceptable level and by managing all activities within the Hall responsibly.
* No ball games are allowed in the Hall
* No alcohol to be consumed in the Hall by anyone under the age of 18. Alcohol may be consumed in the Hall but not sold.
* I agree not to use sellotape or any other adhesive on the walls or paintwork other than blu tac. (White tac is preferred)
* Smoking is NOT allowed
* Children are NOT allowed in the kitchen. No liability will be accepted by Committee for any incidents should this be disregarded.
* Please ensure the car park is empty before you lock the gate.

Signature: ----------------------------------------------------------- Date: ---------------------------