

## **MANAGEMENT COMMITTEE BOOKING FORM**

(Registered Charity Number 513911)

### **APPLICATION FOR REGULAR HIRE OF SYCHDYN MEMORIAL HALL**

#### **SYCHDYN MEMORIAL HALL REGULAR USERS BOOKING FORM**

**YEAR:**

Name of Organisation / Charity	
Purpose of Hire	

#### **CONTACT DETAILS OF HIRER**

Address	
Telephone	
Email address	

#### **INVOICING DETAILS (if different to above)**

Address	
Telephone	
Email address	

DAY OF THE WEEK	DATE or FREQUENCY (e.g. weekly, fortnightly)	Time access to the Hall is needed from <sup>1</sup>	ACTIVITY START TIME	ACTIVITY END TIME	Time Hall to be vacated by	Room(s) Required <sup>2</sup> (Whole premises / Main Hall / Lounge / Committee Room)	Approx numbers of participants

**Additional information:**  
 For weekly/fortnightly bookings, please provide any dates when the activity will not take place, for example, due to public holidays or school holidays.

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<sup>1</sup> 30 minutes set up time and 30 minutes clear up time are provided for each activity. If additional set up or clearance time is needed then please contact the Booking Secretary or Cleaner to confirm that the hall is available. Charges may be applied if additional set up and/or clearance time is needed on a regular basis.  
<sup>2</sup> The charge rate for the Whole Hall may be applied if the Lounge or Committee Room are requested but the nature of your activity prevents other rooms from being hired out.

**HIRE CHARGES AND INVOICING**

Hire charges are in line with the Schedule of Fees that are agreed by the Management Committee.

Invoices will be raised monthly in arrears. Any amendments to regular bookings should be notified to the Booking Secretary and charges will be adjusted accordingly. Any unpaid charges or damage/loss to the Hall may result in the cancellation of any regular bookings at the discretion of the Management Committee.

Cheques should be made payable to Sychdyn Memorial Hall.

We hope and expect that everyone who uses the Village Hall will take great care to leave it in as good a condition as they found it.

Please send the completed form to the Booking Secretary:

By Order of SYCHDYN MEMORIAL HALL MANAGEMENT COMMITTEE.

**DECLARATION**

I am over 21 and have read, understood and agree to the Terms and Conditions of hire together with any public entertainment Licence Conditions (an understanding of which the hirer hereby acknowledges). I agree that I am the responsible individual and will be present throughout the period of hiring.

Signature of Hirer: .....

Date:

**FOR COMMITTEE USE:**

Agreed Hire Charges:

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Signature of Management Committee Representative:

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Date: