

**SYCHDYN MEMORIAL HALL**  
(Registered Charity Number 513911)  
**MANAGEMENT COMMITTEE BOOKING FORM**

**APPLICATION FOR HIRE OF SYCHDYN MEMORIAL HALL**  
**SINGLE EVENT HIRE**

Date and time of event.....

Purpose of Hire (Private/Public Function)

.....

Name, Address, Phone and/or Mobile, email address of Hirer (Over 21).

Please print.

|                  |  |
|------------------|--|
| Name/Group Name  |  |
| Address          |  |
|                  |  |
| Telephone/mobile |  |
| Email address    |  |

Rooms and time required.

**Time should be allowed at the beginning and end of each hire period for set up/ cleaning etc.**

**TIME**

| <b>ROOMS</b>            | <b>FROM</b>       | <b>TO</b> |
|-------------------------|-------------------|-----------|
| <b>WHOLE PREMISES</b>   |                   |           |
| <b>MAIN HALL</b>        |                   |           |
| <b>LOUNGE</b>           |                   |           |
| <b>COMMITTEE ROOM</b>   |                   |           |
|                         | <b>PARTY HIRE</b> |           |
| <b>CHILDREN'S PARTY</b> |                   |           |
| <b>ADULT PARTY</b>      |                   |           |

**FURTHER INFORMATION**

|  | <b>Circle YES/NO</b> |
|--|----------------------|
| <b>Approximate Numbers Attending</b>                         |                      |
| <b>Do you require a bar?</b>                                 | <b>YES NO</b>        |
| <b>Will alcohol be sold?</b>                                 | <b>YES NO</b>        |
| <b>Will alcohol be provided?</b>                             | <b>YES NO</b>        |
| <b>Will there be a Bouncy Castle/and or other equipment?</b> | <b>YES NO</b>        |

Hirers who intend to sell alcohol will need to ensure that a Temporary Event Licence is obtained from Flintshire Council. Please provide a copy of the Licence to the Hall Booking Clerk.

Please note if you are hiring/having a Bouncy Castle or any piece of equipment a copy of the Public Liability Insurance should be given to the Booking Clerk before the event.

One off hire must be paid in advance through the Booking Clerk, at least 2 weeks before the hire. Payments accepted by Cash, Cheque (Cheques should be made payable to **Sychdyn Memorial Hall**), or Bank Transfer (please include your **Surname & Date of Event** as your transfer reference).

**Bank Account Details:**

Branch Sort Code: **54-10-10**  
Account Number: **10122656**  
Account Name: **Sychdyn Memorial Hall**

For Adult parties or Weddings and Special Events where the hall is hired for the weekend, an additional **cash** deposit of £100 is also required. A £20 deposit will be required for any other event. Deposits will be fully refunded within 7 days provided that no damage or loss has occurred, the premises has been left in a clean and reasonable condition and non-recyclable rubbish taken home.

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

**TOTAL HIRE CHARGE FOR THIS BOOKING .....**

**DATE PAID.....**

**DECLARATION:**

Please read and retain the enclosed Terms and conditions of hire

I am over 21 and have read, understood and agree 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.....**

**Signature of Management Committee Representative.....**

**Date.....**

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

**By Order of SYCHDYN MEMORIAL HALL MANAGEMENT COMMITTEE.**

**Booking Clerk details: Mari Raynor, 01352 750030, 07834379231**  
**Postal address : 8 Trem Y Foel, Sychdyn, CH7 6HA**  
**Email address [sychdynmr@btinternet.com](mailto:sychdynmr@btinternet.com).**