

**MANAGEMENT COMMITTEE BOOKING FORM**

(Registered Charity Number 513911)

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

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**

**PLEASE INCLUDE TIME FOR SETTING UP AND CLEARING THE HALL IN YOUR HIRE PERIOD**

<b>ROOMS</b>	<b>FROM (Time)</b>	<b>TO (Time)</b>
Whole Premises		
Main Hall		
Lounge/Meeting Room		
Committee/Small Meeting Room		
	<b>PARTY HIRE</b>	
Childrens Party		
Adult Party		

**FURTHER INFORMATION**

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

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.....**

**Method of Payment – CASH\CHEQUE\BANK TRANSFER (please circle)**

**If payment via Bank Transfer, please email confirmation of payment, date and amount, to the booking clerk.**

**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:** Stephen Griffith. **Tel:** 01244836715 / 07596994900  
**Postal address:** 25 Willow Crescent, Connahs Quay CH5 4XP.  
**Email address:** Sychdynmemorialhall@gmail.com