

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

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

FURTHER INFORMATION

	Circle YES/NO
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: Diane Lloyd. **Tel:** 01244 291128 / 07596994900
Postal address: 25 Willow Crescent, Connahs Quay CH5 4XP.
Email address: Sychdynmemorialhall@gmail.com