



SWALLOWFIELD PARISH COUNCIL

Swallowfield Street, Swallowfield RG7 1QX

Booking Form

NAME OF PERSON / GROUP MAKING BOOKING _____

ORGANISATION (IF APPLICABLE) _____

ADDRESS (This and/or the email address below will also be your INVOICE address)

TELEPHONE _____

EMAIL _____

DATE REQUIRED _____

TIME FROM _____ TO _____

(you must allow for set up and clear up)

WHAT ARE YOU BOOKING (circle)

MAIN HALL

DAVIES ROOM

ROSE ROOM

PURPOSE OF HIRE _____

DO YOU REQUIRE :

THE STAGE

Y / N

THE SOUND SYSTEM?

Y / N

LIGHTING

Y / N

TABLES

Y / N

CROCKERY and CUTLERY

Y / N

GLASSES

Y / N

SWALLOWFIELD SPORTS PITCHES Y / N

Bookings for commercial purposes are required to have their own public liability insurance, a copy of which must be provided to the bookings clerk.

Numbers expected _____

I have read and agree to the Conditions of Hire and the Hirer's Privacy Notice (both documents are available on the Parish Council website) and confirm I am authorised to sign on behalf of the above named organisation. **I agree to pay the deposit, as set out in the conditions of hire.**

I have read and understood the **Hall Risk Assessment, Emergency Plan and Evacuation Procedure** and have or do not need the following licences:

● Public Entertainment

● PRS for Music/PPL UK Music licences

● Commercial Trading

● **Alcohol Licence - a fee will be charged.**

N.B. it is an offence to sell alcohol without the required licence

Signed _____ Date _____

Entry to the hall is via a keypad and the code will be given to you following receipt of payment for your booking. If payment is not received by the date stated in the terms and conditions of hire you will not be able to access the hall

FOR OFFICE USE ONLY

Payment Received

Permission to sell Alcohol

Bouncy Castle/Soft Play Y/N

PLI Received