



# SWALLOWFIELD PARISH HALL 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

### DO YOU REQUIRE :

THE STAGE      Y / N      THE SOUND SYSTEM?      Y / N

**A charge will be made for this**

LIGHTING      Y / N      TABLES      Y / N

CROCKERY and CUTLERY      Y / N      GLASSES      Y / N

SWALLOWFIELD SPORTS PITCHES      Y / N      RISELEY SPORTS PITCHES      Y / N

PURPOSE OF HIRE \_\_\_\_\_

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, additional information. I have read and understood the risk assessment and Emergency Plan and have or do not need the following licences:

- Public Entertainment
- Commercial Trading
- PRS for Music/PPL UIK Music licences
- **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

Conditions of Hire signed & received            Payment Received     

Permission to sell Alcohol            Bouncy Castle Y/N     

PLI Received