

HIGH KELLING VILLAGE HALL (Registered Charity No. 303989)

Hiring Application Form – Annual Requirements for Regular Users

The Hall Management Committee requires a Hiring Agreement to be signed by anyone booking the Village Hall. To enable us to prepare such an agreement, this application form should be completed and returned to the Bookings Secretary:

Peter Rutherford – tel: 07966 320609

Email: hkvhbookings@gmail.com

ORGANISATION/GROUP/CLUB	
MAXIMUM NUMBER OF PEOPLE ANTICIPATED ATTENDING	

DATES/TIMES REQUIRED FOR 2023:

Months	Dates & Room Required in Each Month i.e: Whole Hall (WH) or Main Hall (MH) or Constance Gray (CG) or Committee Room (CR) or Kitchen (K) If required every week, just specify the day(s), e.g. Every Wednesday	Session	Morning 09:00 – 12:00 Afternoon 14:00 – 17:00 Evening 19:00 – 22:00 or Specify Time Required
January			
February			
March			
April			
May			
June			
July			
August			
September			
October			
November			
December			

NB: For regular users, we do offer the OCCASIONAL use (maximum twice per year) of the Committee Room free of charge for any administrative meetings that the organisation might need to hold. Please add these to your requirements above if you wish to do so, marking the dates clearly as 'MEETING-CR ROOM'.

ORGANISATION/GROUP/CLUB SUPPORTERS:

Will you have 50% or more High Kelling Residents? Yes/No

SALE OF ALCOHOL:

Will the club or event involve the sale of alcohol? Yes/No

MUSIC:

Will the club or event make use of live music? Yes/No

Will the club or event make use of recorded music? Yes/No

Will the club or event make use of a microphone? Yes/No

If yes to either of above questions, please specify the equipment you will be using and, if electrical, ensure it has up to date PAT testing:

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(For information regarding use of music see 'Information for Hiring Applications' information document)

PROJECTION EQUIPMENT:

Do you wish to use one of the Hall's screens? Yes/No

Do you wish to use the Hall's projector stand? Yes/No

ANY SPECIAL REQUIREMENTS:

If you have any special requirements such as disability access or general queries, please note below or contact the Bookings Secretary directly.

CONTACT NAME (Sign & Print).....

POSITION IN ORGANISATION.....

CONTACT ADDRESS.....

CONTACT NUMBER.....

CONTACT EMAIL.....

DATE.....

Be assured that your application will be processed as quickly as possible and the Bookings Secretary will keep in touch with you.

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BOOKINGS SECRETARY USE ONLY:

Booked in Diary		Room Rate Agreed
HA Sent	HA Returned	Price