

HIGH KELLING VILLAGE HALL (Registered Charity No. 303989)

www.highkellingvillagehall.weebly.com

HIRING APPLICATION FORM – OCCASIONAL USE

It is a requirement that a Hiring Agreement is signed by anyone booking the High Kelling Village Hall. To enable us to prepare the Agreement, you need to be made aware of the conditions and the completed Hiring Application Form needs to be completed and returned to the Bookings Secretary please:

Peter Rutherford : Tel: 07966 320609
Email: hkvhbookings@gmail.com

APPLICANT'S NAME:					
APPLICANT'S ADDRESS:					
APPLICANT'S PHONE:					
APPLICANT'S EMAIL:					
HIRING ORGANISATION (if applicable):					
TYPE OF BOOKING (tick as appropriate): <table><tr><td>Private</td><td>Commercial</td><td>Organisation/Club</td><td>Charity</td></tr></table>	Private	Commercial	Organisation/Club	Charity	
Private	Commercial	Organisation/Club	Charity		
DATE HALL IS REQUIRED:					
ROOM OR ROOMS REQUIRED (circle as appropriate): <table><tr><td>Whole Hall</td><td>Main Hall</td><td>Constance Grey</td><td>Committee Room</td><td>Kitchen</td></tr></table>	Whole Hall	Main Hall	Constance Grey	Committee Room	Kitchen
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TIME HALL IS REQUIRED (If the kitchen is required, other than for tea/coffee, the time it is required must be shown on this form, thank you.)					
ANTICIPATED MAXIMUM NUMBER OF PEOPLE ATTENDING:					

Will there be 50% or more High Kelling Residents?			Yes	No
Will attendees be:	Club members?	Invited Guests?	General Public?	
CATERING (tick as appropriate):				
None	Own / Outside	Buffet	Sit down meal	
WILL THE EVENT INVOLVE THE SALE OF ALCOHOL?			Yes	No
Please note that an additional charge of £50 will be made to run the Bar*				
MUSIC:				
Will this booking make use of live music?			Yes	No
Will this booking make use of recorded music?			Yes	No
Will this booking make use of a microphone?			Yes	No
If "Yes" to any of the foregoing questions, please specify the equipment you will be using and, if electrical, confirm that it has a current PAT certification.				
PROJECTION:				
Do you wish to use one of the Hall's screens?			Yes	No
Do you wish to use the Hall's overhead projector?			Yes	No
Do you wish to use the Hall's projector stand?			Yes	No
ANY SPECIAL REQUIREMENTS?				
If you have any special requirements please note below or contact the Bookings Secretary.				
SIGNATURE OF APPLICANT:				
PRINT NAME PLEASE:				
DATE:				

* Waived for events with over 50% of villagers attending, charities and wakes.

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INVOICING & PAYMENT

We encourage hall users to make payment directly to our bank account with Barclays, payable to ***High Kelling Hall Fund***, sort code ***20-30-81*** and account number ***00348112***. We accept that some clubs do not hold bank accounts or may not have online facilities, so we do accept cheques (payable to ***High Kelling Hall Fund***) or cash, which should be placed in a sealed envelope and deposited in the post box inside the entrance hall please.