



Parish Hall Booking Form

- Single Use Booking -

(Please complete this form in **BLOCK CAPITALS**)

COMPLETION OF THIS FORM DOES NOT IMPLY THE EXISTENCE OF AN AGREEMENT. CONFIRMATION OF AN AGREEMENT WILL BE FORWARDED BY THE PARISH HALL MANAGEMENT IF THIS APPLICATION IS APPROVED.

Contact Details of the responsible person *(must be 18 years or older and must be present throughout the duration of the event)*

First Name: _____ Surname: _____

Address: _____

Postcode: _____

Home Phone Number: _____ Mobile Phone Number: _____

Email Address: _____ Date of Birth: _____

Details of the Booking

Purpose of Booking: *(Birthday Party, Christening Party, Training etc.)* _____

Date of Event: _____

Time required: *(Please include any time for setting up)* **From:** _____ **am/pm** **To:** _____ **am/pm**

Total hours required: _____ **Approx. Number of Guest:** _____ *(150 people is the capacity)*

Areas of the Hall required: *(Please tick)*

Main Hall Only

Stage

Kitchen

Side Room

Entertainment:

Disco DJ

Live Music

None

Alcohol:

Will alcohol be served on the premises? Yes No

NOTE: If alcohol is to be sold it is the hirers responsibility to ensure that the person providing this service has the appropriate Temporary Event Notice obtainable from High Peak Borough Council. Hirers will be requested to show proof of the relevant documentation. It is also required that the licensee should display a current price list.

Name of Licensee: *(Alcohol)* _____ **Address:** _____

Post code: _____ Phone: _____

IMPORTANT

We must receive payment for the booking and the £ _____ deposit paid in cash at least 2 weeks prior to the event. Late payment may result in the booking being cancelled.

Name: _____ **Signed:** _____

Date: _____

OFFICE USE ONLY:

Cleared By: _____ Signed: _____ Date: _____