

# Trelawnyd Memorial Hall Booking Form – v1-2019

## Contact Details of Hirer:

<b>Name:</b>
<b>Full Postal Address:</b>
<b>Email address:</b>
<b>Contact number:</b>

## Booking Details:

Nature/Title of Event:			
Date:	Time From:	Time To:	Expected numbers
Will alcohol be consumed at the event? (tick)		Yes	No

## Facilities Required: (tick all that are required)

Main Hall		Stage meeting room		Kitchen	
Preheating required					
<b>Cash Only Bar</b>	YES	NO	If Yes, Bar timings: From:	To:	

Further Details/Special Requirements (including details of Licence/Tens):
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## Hire Agreement:

<p><b>I confirm the agreed hire charge and security deposit of £..... and enclose full payment with the booking form.</b></p> <p>Cash                      Cheque</p>		
<p><b>GDPR</b> - We may share your personal information with committee members for the purpose of hiring the hall only, otherwise it is not shared and is stored securely.</p>		
<p><b>Safeguarding</b> – As hirer I understand the need to comply with all regulations on safeguarding vulnerable adults and children.</p>		
<p><b>I confirm that I have read and will abide by the hall's Terms and Conditions of Hire. I understand that the booking is not made until this signed form and full payment has been received and confirmed. I also acknowledge I may lose my deposit if the terms and conditions are not complied with.</b></p>		
Signed	On behalf of:	Date
Signed	On behalf of <b>Trelawnyd Memorial Hall</b>	Date