



**FORM OF APPLICATION FOR HIRE**

1. Full name and address of applicant (in block letters)

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.....  
.....

Telephone number

.....

2. Name or Title of Organisation (if applicable)

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3. Purpose of Hire (give brief details of area(s) and facilities required, e.g. tables if appropriate):

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.....

4. Date of function and time required

.....

5. Date of preparation and time required

.....

6. State if the applicant proposes to sell alcohol (subject to the conditions in Part D of the Hall Charges summary)

YES/NO (Please delete as applicable)

.....

***THIS DECLARATION MUST BE SIGNED PRIOR TO THE COMMENCEMENT OF THE HIRE OF THE HALL***

7. I agree to pay the appropriate charges as set out below and comply with the Rules and Regulations set out and to accept full responsibility for the hire should this application be granted.

Hire Charge: £  
Deposit (if applicable) £ \_\_\_\_\_  
**TOTAL** £  
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**SIGNATURE OF APPLICANT** ..... **DATE** .....