

# Ellel Village Hall

Charity Commission Registration Number 225547

## BOOKING FORM – OCCASIONAL USE

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(Please read Conditions of Hire before completing)

|     |   |                                      |                                   |
|-----|---|--------------------------------------|-----------------------------------|
| 1.  | <b>Title of Organisation:</b><br>(if applicable)  |                                      |                                   |
| 2.  | <b>Name and Address of Hirer:</b><br>(Must be 25 years of age or over when a bar is requested)  |                                      |                                   |
| 3.  | <b>Telephone Number:</b><br><br><b>Email address:</b>   |                                      |                                   |
| 4.  | <b>Type of Event:</b>   |                                      |                                   |
| 5.  | <b>Date Required:</b><br>DD/MM/YY   |                                      |                                   |
| 6.  | <b>Times Required:</b><br>(including set-up and clear-down time)  | From:<br>To:                         | Hours:<br>Office use only         |
| 7.  | <b>Facilities Required:</b><br>(Please tick)  | Main Hall: <input type="checkbox"/>  | Kitchen: <input type="checkbox"/> |
|     |   | Small Hall: <input type="checkbox"/> |                                   |
| 8.  | <b>Approximate number of persons expected to attend:</b><br>(state number of children 16yrs and under)  |                                      |                                   |
| 9.  | <b>Name and contact details of DJ (if applicable)</b><br>Please make sure your DJ is aware of the noise restrictions in our Conditions of Hire.           |                                      |                                   |
| 10. | <b>Licensed Bar:</b><br><b>Times of bar facilities required:</b>  | From:                                | To:                               |
| 11. | <b>Hire fees:</b><br><b>Key deposit</b> – a cash deposit of £20 is required upon collection of the key, returned when the key is returned.(if applicable) | Office use only:                     |                                   |

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| 12. | <b>Please return the completed booking form to:</b><br><br>A confirmation of booking details & hire charge will follow. | The Hall Manager<br>Ellel Village Hall<br>Main Road<br>Galgate<br>Lancaster<br>Lancashire<br>LA2 0LQ<br>Or<br>stephhoggarth@hotmail.com |
|-----|---|---|

**For any further enquiries regarding bookings please contact the Hall Manager on 07977 94 24 94**

I have read and understood the Conditions of Hire and confirm that the person/organisation who is applying accepts them.

NAME (Please print) .....

SIGNED..... DATE.....