

THE LECONFIELD HALL PETWORTH
 (REGISTERED CHARITY NO. 305402)
BOOKING APPLICATION FORM

FULL NAME

NAME OF ORGANISATION

ADDRESS

..... **POSTCODE**

TEL NO **E MAIL**

PREMISES/ITEMS REQUIRED Please tick appropriate boxes

- | | | | |
|----|--|--------------------------|--------------------------------------|
| a. | Entire Premises | <input type="checkbox"/> | See overleaf for
Scale of Charges |
| b. | The Lower Hall (Both Garland & Kevis Rooms) | <input type="checkbox"/> | |
| c. | Garland Room (Off peak only) | <input type="checkbox"/> | |
| d. | Kevis Room (Off peak only) | <input type="checkbox"/> | |
| e. | The Gwenda Morgan Hall (Upper Hall) | <input type="checkbox"/> | |
| f. | Cutlery | <input type="checkbox"/> | |
| g. | Raked Seating | <input type="checkbox"/> | |
| h. | Public Address System | <input type="checkbox"/> | |
| i. | Projection Equipment | <input type="checkbox"/> | |
| j. | Stage Lighting | <input type="checkbox"/> | |
| k. | Setting Up Time (It is understood that setting up time will be charged in the event that a paying booking has to be turned down). Give time required | <input type="checkbox"/> | Peak = Fri-Sun +
Bank Hols |
| | | <input type="checkbox"/> | Off Peak = Mon-Thu |

DATE/DAY Date(s) **Peak / Off Peak**
REQUIRED Day(s) of Week **Delete as appropriate**

TIME REQUIRED Please tick appropriate boxes

- | | | | | |
|----|-----------------------------|--------------------------|--------------------------|--------------------------------|
| | | | OFF PEAK ONLY | |
| a. | Morning (9.00am - 1.00pm) | <input type="checkbox"/> | <input type="checkbox"/> | 2 hours required
Give Times |
| b. | Afternoon (1.00pm - 6.00pm) | <input type="checkbox"/> | <input type="checkbox"/> | |
| c. | Evening (6.00pm - Midnight) | <input type="checkbox"/> | <input type="checkbox"/> | |
| d. | All day (9.00am - 6.00pm) | <input type="checkbox"/> | <input type="checkbox"/> | |

Please note: Times can be varied to fit in with other users but after midnight only by arrangement with the caretaker if you do not have a key to the Hall.

SERVING OF ALCOHOL Will alcohol be sold/available during the above booking(s)? Y* / N
 * If Y, I confirm I have signed the Leconfield Hall's Authorisation of Sale of Alcohol letter.

I apply for a booking of the Hall as shown above. I agree to the current scale of charges and agree to abide by the Rules, a copy of which I have received and will read before using the Hall. I will commit myself and any organisation which I represent to the Rules.

Signed: (Hirer)

For and on behalf of (organisation):

Signed:

For and on behalf of The Leconfield Hall Date:

Invoice No	Deposit Paid	Balance Paid	Ref Nov 2005
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