

# THE LECONFIELD HALL PETWORTH

(Registered charity no. 305402)

## BOOKING APPLICATION FORM

FULL NAME .....

NAME OF ORGANISATION .....

Does your organisation have any form of liability insurance for this booking? Y/N .....

**Note:** If the booking will involve children or vulnerable adults and is not a private function, you must have suitable protection insurance and provide details here.

If Yes, please confirm: Insurance company .....

And Policy Number .....

YOUR ADDRESS .....

..... POSTCODE .....

TEL NO ..... E MAIL .....

Please write here when you require the Hall:

Date (s) .....

Time(s) .....

Please write here which parts of the Hall you need (e.g. Whole Hall, upstairs, just Garland Room etc.)

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Do you need the raked seating? .....

Do you require any setting up time, and if so, when? .....

It is understood that setting up time will be charged in the event that a paying booking has to be turned down

Will alcohol be available during your booking? Y/N .....

If Yes, 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 scale of charges current at the time of hiring (reviewed each April) and agree to abide by the Rules, a copy of which are on the Hall web site, 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	
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