**Kettleshulme & Lyme Handley Parish Council**

**Kettleshulme Village Hall – Booking Form**

**Contact Details of Hirer:**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
|  |
|  |
| **Post Code** |  |
| **Daytime Phone Number:** | **Mobile Phone Number:** |
| **Evening Phone Number:** | **Email Address:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Is the person named above over the age of 18?** | **Yes** |  | | **No** |  |
| **(If not please provide details of a responsible adult)** | | | | | |
| **Name** |  | | | | |
| **Address** |  | | | | |
|  | | | | |
| **Contact Details** | **Phone:** | | **Email:** | | |

**Event Details:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date of Hall Hire (DD-MM-YY)** |  | | | | |
| **Hall Access required from** | **Date:** | | **Time:** | | |
| **Hall Access required to** | **Date:** | | **Time:** | | |
| **Number of Guests (Max 110):** | **Type of Event e.g. *Party*:** | | | | |
| **Furniture Required (delete as appropriate)** | Table & Chairs / Chairs Only / Tables Only | | | | |
| **Do you require Kitchen Facilities** | **Yes** |  | | **No** |  |
| **Do you require Bar Facilities serving alcohol** | **Yes** |  | | **No** |  |
| **Have you applied for a temporary Event License** | **Yes** |  | | **No** |  |

**Payment Details:**

|  |  |
| --- | --- |
| **Total Hire Cost** |  |
| **Retainer Deposit (50% of Total Hire Cost – applies to block bookings only)** |  |
| **Refundable Damage Deposit (See Hall Hire Charges)** |  |

We have seen and satisfied ourselves with the Health & Safety Information & Hall Plan. If applicable we have applied for a Temporary Event License if the bar is required. We have ensured that any entertainers etc or goods provided carry adequate insurance.

I agree to abide with the Terms & Conditions of this Hall Hire Agreement (Copies available on the request or can be downloaded off the website):

|  |  |
| --- | --- |
| **Date** |  |

|  |  |
| --- | --- |
| **Signed (Hirer)** |  |

|  |  |
| --- | --- |
| **Signed (on behalf of KPC)** |  |

|  |  |
| --- | --- |
| **Please make Cheques payable to:**  ***Kettleshulme Parish Council*** | **Bank Transfer Details:**  NatWest Bank, Buxton Branch,  2 Spring Gardens, Buxton, Derbyshire, SK17 6DJ  Sort Code: 60-04-18 A/C No: 83859128 |

**Booking Contact Details:**

General Bookings: [bookings@kettleshulme.org](mailto:bookings@kettleshulme.org) Tel: 01663 719279 Mob: 07909513251 (Rachel Blood)

*Kettleshulme & Lyme Handley Parish Council Use Only:*

|  |  |
| --- | --- |
| **Damage Deposit Received (Refundable)** |  |
| **Retainer Deposit Received** |  |
| **Entered / Booked** |  |
| **Payment Received** |  |
| **Deposit Refunded** |  In Full |
|  In Part (Details: ) |
|  No (Details: ) |