**Kettleshulme & Lyme Handley Parish Council**

**Kettleshulme Village Hall**

**Regular User Booking Form**

**Contact Details of Hirer:**

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

|  |  |
| --- | --- |
| **Purpose of Hiring the Hall e.g. Pilates / Yoga** |  |

**Day Hall Required (please tick the appropriate boxes):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | Sunday |
|  |  |  |  |  |  |  |

**Frequency:**

|  |  |  |
| --- | --- | --- |
| Weekly | Monthly | If monthly, please state dates below: |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Hall Access required from** | **Time:** | | **AM / PM (please delete)** | | |
| **Hall Access required to** | **Time:** | | **AM / PM** | | |
| **Commencement Date:** |  | |  | | |
| **Any Exceptions e.g., Bank Holidays/School Holidays** |  | |  | | |
| **Number of Guests (Best Estimate):** |  | | | | |
| **Furniture Required (delete as appropriate)** | Table & Chairs / Chairs Only / Tables Only | | | | |
| **Do you require Kitchen Facilities** | **Yes** |  | | **No** |  |

**Payment Details:**

|  |  |
| --- | --- |
| **Agreed Hire Cost (per session)** |  |
| **Payment Terms (Monthly unless agreed otherwise)** |  |
| **Refundable Deposit Charge (if applicable)** |  |

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:*

|  |  |
| --- | --- |
| **Deposit Received (Refundable – see below)** |  |
| **Retainer Received (if applicable)** |  |
| **Entered / Booked** |  |
| **Payment Received** |  |
| **Deposit Refunded** |  In Full |
|  In Part (Details: ) |
|  No (Details: ) |