

Kettleshulme 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: | | | |
| Hall Areas Required (delete as appropriate) | Whole Hall / Main Hall + Bar Area / Group Room + Bar Area | | | |
| 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 | |
| Weekend Hire Retainer (50% of Total Hire Cost) | |
| Refundable Deposit Charge | |

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, 2 Brookbottom Cottage, Paddock Lane, Kettleshulme, SK23 7RD
Tel: 01663 719279 Mob: 07909513251 (Rachel Blood)

Kettleshulme Parish Council Use Only:

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