

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 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:) |