

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	
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Signed (Hirer)	
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Signed (on behalf of KPC)	
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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:)