

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	
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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	
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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:

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