

The Grove Building

Casual Hire Booking Form

Date you require

Please complete all unshaded sections below using CAPITAL letters.

Hirer Details

Organisation (if appropriate) _____

Persons name FORENAME _____ SURNAME _____

Address _____

Postcode _____

Telephone HOME _____ MOBILE _____

Email Address _____

Required Facilities

Your Room Requirements CIRCLE AS APPROPRIATE MAIN HALL SMALL HALL KITCHEN

Date(s) required _____

Times START _____ FINISH _____ TOTAL No. OR HOURS _____

A maximum of 30 minutes either side of a booking is non-chargeable

Function Description (e.g. Disco) _____ Estimate of number attending _____

Do you know about the potential need to apply for a Temporary Event Notice (TEN)? YES NO

You can find information on our Website.

Are you applying for a TEN? (This is usually so you can sell alcohol) YES NO

Do you require Cutlery and/or Crockery? YES NO

Do you need Microphones? YES NO Type: 1 x LAPEL 1 x HAND HELD 2 x HAND HELD

Digital Projector required? YES NO

Are you using Outside Caterers? YES NO (If yes then please let us have a contact name and phone number for them.)

Finally, please read the Conditions of Hire (which can be downloaded from our Website) and sign the acceptance slip.

Ensure all items above are completed and send this form together with an attached Conditions of Hire acceptance slip and your payment to The Bookings Secretary.

Office Use

AGREED SESSION HIRE COST £

Microphone(s) returned

TOTAL FEE TO PAY ON BOOKING £

Hire facility checked

Any charge for loss/breakages

If yes, agreed charge £