



Please return your completed booking form to the bookings secretary:
shilbottlecommunityhall@gmail.com or Shilbottle Community Hall, Grange Road, Shilbottle, NE66 2XH

Day of Event (dd/mm/yy)	Start time (including set up time) (HH:MM)	End Time (including clearing away time) (HH:MM)	Total Hours (including set up and clearing away time)

Description of event:

Number of people expected at your event	
Please state what type of event you are holding	PRIVATE/ PUBLIC

Facilities required ~ please tick all required:						
Main Hall	Bilton	Whittle	Grange	Kitchen with use of cooker	Kitchen without use of cooker	Changing Rooms

Equipment required ~ please check all required:						
Flipchart	Projector	PA system	Staging (state size):	Bouncy Castle	Company: <i>Please note: we need a copy of the Public Liability Insurance document for the Owner and the Supervisor of the bouncy castle.</i>	

Contact details:						
Name						
Address						
Postcode						
Email Address						
Telephone Number						
Group attended at Hall						

Proposed method of payment:	CASH / CHEQUE / BACS
If you intend to pay by cheque, please make it payable to: Shilbottle Community Hall Charity . Details of how to pay by BACS will be on your invoice.	

Shilbottle Community Hall has a Premises License authorising the following regulated entertainment and licensable activities from 09:00 to 11:59 each day:

Please tick in the boxes to indicate which licensable activities will take place at your event:					
Performance of plays	Showing of film or clips	Indoor sporting event	Boxing or Wrestling	Performance of live music	Playing of recorded music
Making Music	Performance of dance	Dancing	Other similar entertainment	Alcohol but not for sale	

Would you like to be able to sell alcohol at your event?	Yes / No
<p>Please note: if you would like to sell alcohol at your event, you will need to obtain permission from the Management Committee in order to apply for a Temporary Event License. The Management Committee reserve the right to refuse your request.</p>	
Would you like to be able to use the field?	

Any other comments/requests:

Please tick to show you understand the following:
<i>I have read and agree to abide by the conditions of hire</i>
<i>I understand that if I am hiring a bouncy castle that I need to provide a copy of the Owner's Public Liability Insurance and, if a different person is supervising the bouncy castle at my event, the Public Liability Insurance of the Supervisor</i>
<i>I understand that Shilbottle Community Hall will only use this information in connection with my booking including sending out invoices, informing the keyholder for the day details of opening/closing, contacting you re any changes to the booking or to follow up concerns after your event</i>
<i>I understand that Shilbottle Community Hall will store my data in accordance with Data Protection Legislation and that it will be kept with its accounts for 7 years</i>
Signature
Date

For Office use only:								
Booking Details Confirmed		Date		Signed				
Booking form received								
Booking fee quote sent								
Damage deposit received (where applicable)								
Booking fee received								
Booking Fee								
Price Band					Day/Eve			
Booking Fee								
Booking Organisation		Date/Time		Person				
Opening								
Closing								
Booking Requirements								
Room(s)	MH	BR	WR	GR	CR	KC		
Flip Chart				Projector				
PA System								
Use of field ~ directed to the SMWRGC								
Stage		Size						
Bouncy Castle	Company		PLI document(s)					