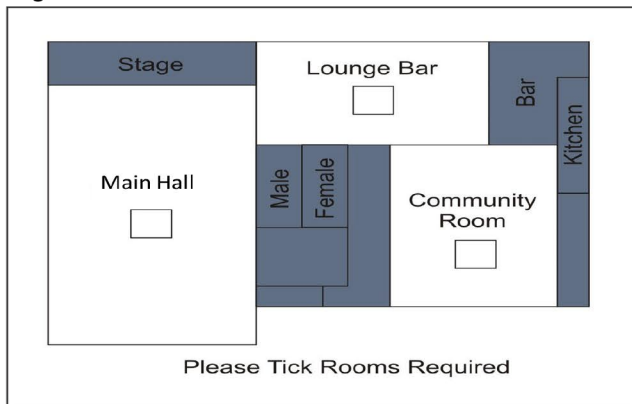


Details of Hirer	
Name	
Address	
Post Code	
Email Address	
Telephone number	
Mobile number	

Details of Event	
Date (s)	
Event start time (inc set-up time)	
Event finish time (inc tidy-up time)	
Duration of hire (total hours)	
For the use of (Event Type)	
Number of attendees	

Please indicate of the layout below the rooms required under this booking.



The areas shaded, are areas for which there is no charge for the use, however please be aware that the stage must only be used in conjunction with a booking for the Main Hall. The kitchen can only be used in conjunction with a booking for the Community room and the bar is accessible from both the Lounge and the community room.

Once completed in full please email/deliver the completed form along with your deposit to the booking officer. Information will be sent to the address supplied above, full payment is required before keys are released. The deposits (subject to inspection) will be refunded within 10 days after the event.

Do you require the Bar?	Yes/No
Requested Bar Times	
Will you be having food at this event?	Yes/No
Will you be using the kitchen?	Yes/No
Will you be using the changing rooms?	Yes/No
Temporary Event Notice Required (TEN)?	Yes/No
If yes has this already been submitted to Stroud District Council?	Yes/No

Details of Entertainment (if applicable)	
Are you providing entertainment?	Yes/No
Entertainment Type (Disco, Band etc.)	
Will you be selling tickets?	Yes/No
Ticket Price (if applicable)	
Please give details of other licensable activities. (if any)	

I have taken note of my responsibilities under the terms of the Licensing Act 2003 and any conditions attached there to regarding licensable activities.

I am over 18? 21?, and agree to hire the hall on the conditions set out on this form, and by the conditions of hire.

Signature of Hirer _____

Date ____/____/2016

For Internal Use Only	
Checked By Booking Officer	
Deposit Received	
Hirer Notified	
Bar Details Confirmed	