To be completed at the time of the initial booking, however the form may be amended up to 14 days prior to the event, subject to discussion with the authourised representative.

|  |  |
| --- | --- |
| **1. Date of event:** | Click here to enter text. |
| (Note: During term time access to the hall will not be possible until after Friday 3:30pm)  |
| **2. Temporary Event Notice:**Without a (TEN) licence variation the Hall can only be used up to 23:00 and does not have an Alcohol licence. Permission to apply for a TEN must be sought at the time of booking the hall. The hirer is responsible for making a TEN application. |
| **3. Requirements:** |
| Use of kitchen | **Yes** |[ ]  **No** |[ ]
| Use of fridge | **Yes** |[ ]  **No** |[ ]
| Use of freezer | **Yes** |[ ]  **No** |[ ]
| Use of large hot water urn | **Yes** |[ ]  **No** |[ ]
| Low height tables (14 available) | Click here to enter text. |
| Chairs (120) available | Click here to enter text. |
| Benches (28) available | Click here to enter text. |
| **4. Crockery:** (120) pieces available, indicate how many you require. |
| 9” Dinner Plates | Click here to enter text. |
| 7” Dinner Plates | Click here to enter text. |
| Side plates | Click here to enter text. |
| Bowls | Click here to enter text. |
| Cups & Saucers | Click here to enter text. |
| Mugs | Click here to enter text. |
| Basic cutlery (knife, fork, spoon, tea spoon) | Click here to enter text. |
| **5. Glassware** |
| Wine glasses | Click here to enter text. |
| High Ball glasses | Click here to enter text. |
| **6. Stage:** 30 pieces of 750 x 750 max 24m2 | Click here to enter text. |
| **7. Equipment:** |
| Sound system, 2 floor mounted speaker/amps, multiple input | **Yes** |[ ]  **No** |[ ]
| Post Box | **Yes** |[ ]  **No** |[ ]
| Fairy Lights | **Yes** |[ ]  **No** |[ ]
| **8. Non-hall Facilities** |
| Camping | **Yes** |[ ]  **No** |[ ]
| Football Pitch | **Yes** |[ ]  **No** |[ ]
| Outdoor Classroom | **Yes** |[ ]  **No** |[ ]
| Playground / Climbing Wall / Trim Trail | **Yes** |[ ]  **No** |[ ]
| **9. Cleaning:**A £100 deposit is required at booking time to cover any minor damage, breakages and cleaning required restoring the hall and kitchen etc. to its “as found” state. Any costs incurred will be deducted from the deposit. The deposit amount, less any deductions, will be returned to the hirer shortly after the event. If any deductions are needed, these will be notified to the hirer prior to any refund being made. |
| **9a. At the hirer’s expense, is outside post-event cleaning required?** | **Yes** |[ ]  **No** |[ ]
| **10. Rubbish / Recycling:**All rubbish and recycling MUST be removed by the hirer. The school Black bins must not be used.Please ensure all cigarette butts are removed from site |