

Gaskell Memorial Hall

Emesgate Lane, Silverdale,

Lancs. LA5 0RA

gaskellhall-silverdale.co.uk



bookingsgaskellhall@gmail.com

secretarygaskellhall@gmail.com

gaskelltreasurer@outlook.com

Charity No. 225842

REGULAR USERS HIRE AGREEMENT

The Hirer	Name: Organisation (if applicable): Address: Postcode: Telephone Number: Email:
Purpose of Hire	
Frequency of Hire	Which Day / Days of the week do you require? _____ Start Time _____ Finish Time _____ Additional information: _____ _____ Final agreements will be discussed in detail with the bookings secretary
Entry to hall	Do you have a key to the hall? Y / N If Yes please state how many and who has the key _____ Moving forward key fobs will be issued.
Hall Usage	Which areas of the hall will you require? Main Hall includes Rigby Kitchen and Stage <input type="checkbox"/> Green Room includes Green Room Kitchen <input type="checkbox"/> Whole Hall <input type="checkbox"/>
Sale of Alcohol	Will you be selling Alcohol at any of your hires ? Y/ N Have you read the Hire Conditions section on alcohol? Y/N
Sound and Visual System	Do you require access to the Sound System? Y / N Do you require the microphone? Y / N Do you require the projection screen? Y / N
Ceiling Lights	Do you wish to use the coloured ceiling lights? Y / N Do you need instruction on the programming machine? Y / N
Additional Equipment	White Table Linen (£65 for full set to be dry cleaned) <input type="checkbox"/> Plates (£20 refundable deposit) <input type="checkbox"/> Cutlery <input type="checkbox"/>

	Beer Pump <input type="checkbox"/>
	Glass Hire (£10 refundable deposit) <input type="checkbox"/>
Additional Information	Please use this space to provide and useful information about your usage:

Information of Responsible person if not same as above.	
Information of person paying the invoice if not same as The Hirer	

PAYMENT - I wish to:

Pay by cheque (payable to the 'Gaskell Memorial Hall ')

Pay by BACS

Payment due will be due on receipt of invoice.

I / we agree to be bound by the Conditions of Hire, which I have read and also be present or the nominated person during the period of hire.

I understand that The Gaskell Memorial Hall accept no liability for my use of the hall other than their own public liability responsibilities regarding the premises and facilities provided.

I am happy for my details to be stored by The Gaskell Memorial Hall and understand they will not be shared with 3rd parties.

Signed _____

Print Name _____

Date ____/____/____

Please complete this form and email to bookingsgaskellhall@gmail.com or print and post to Lynn Humphrey, 1 Jack Scout Cottages, Silverdale. LA5 0UA. Telephone 01524 702 185

All hirers must inform the Caretaker of their requirements such as layout of tables, chairs, etc. at least 7 days before the event. Caretaker –Deborah Holt - caretakergaskellhall@gmail.com - 07423 740 570 / (01524) 720866. If not informed early enough your requirements will not be met.

NOTE: Half hours can be paid upon arrangement also please speak to our booking secretary for any special requests.