



# GASKELL MEMORIAL HALL Silverdale

Registered Charity No. 225842  
BOOKING FORM

**PLEASE COMPLETE & RETURN TO THE CHAIRMAN WITHIN 14 DAYS  
OR THE BOOKING CANNOT BE RESERVED**

On behalf of \_\_\_\_\_

I wish to book the Gaskell Memorial Hall as below -

Room (Hall, Green Room or Both)	Type of Event	Day(s)	Date(s)	from am/pm	to am/pm
Hire Charge Code (See over) =			Total Cost =		

I have read and understood the conditions of hiring overleaf and agree to be responsible for ensuring that they are enforced during the booking. In particular, I understand that second hand electrical goods, gas cookers, gas fires, gas cylinders, upholstered furniture, prams, push chairs and toys may NOT be offered for sale in the Gaskell Memorial Hall.

I also undertake responsibility for all damage to the Hall / Green Room and to fittings, furniture, crockery and utensils and will notify the Committee and defray the cost of any repairs or replacements within 7 days from the date of the vacation of the premises.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Name (block letters) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ email \_\_\_\_\_

If not yourself, please give details of the person who will be paying the hire charge –

Name (block letters) \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

Telephone No. \_\_\_\_\_ email \_\_\_\_\_

**CHAIRMAN**  
Michael Bolton  
15 Lake Avenue  
Morecambe LA4 4LJ  
Tel. 01524 427498

**SECRETARY**  
Vacant  
**Please see Chairman**

**BOOKING SECRETARY**  
Lee J Bolton  
15 Lake Avenue  
Morecambe La4 4Lj  
Tel 01524 427498

**TREASURER**  
Paul Williams  
14, Stankelt Road  
Silverdale, Carnforth LA5 0TA  
Tel. 01524 701513

# GASKELL MEMORIAL HALL

## CONDITIONS OF HIRING

1. The maximum number of persons present shall be limited to 200
2. The emergency lighting must be switched on and working during occupation.
3. The flush bolts fitted to the main outer entrance doors must be made inoperative in the open position at all times when the public are present.
4. The premises shall be conducted decently, soberly and in an orderly manner. No alcoholic liquor in any form will be introduced to the premises except by prior approval of the Committee and subject to the appropriate licence having been obtained. No person under the influence of alcohol shall be admitted to, or allowed to remain on the premises. Competent stewards must be made available to enforce these requirements.
5. All parts of the premises will be left in a clean state fit for the next hirer. In particular, the kitchen sinks, worktops and floor are to be cleaned after use. Any litter left after an event must be cleared away. If excess litter is left, the hirer will be required to reimburse the Committee's costs of its removal.
6. Dogs, other than guide dogs for the blind, are not allowed on the premises.
7. It is not permitted to use a gas appliance of any size or description on the premises.
8. Persons or organisations hiring the Hall are not allowed to mount other activities, such as car washing, within the precincts of the Hall or in the vicinity if they are serviced in any way from the Hall, unless prior approval of the Committee has been obtained.
9. All organisations using the premises should, in their own interest, take out insurance cover on behalf of their property and members. Public liability insurance only is provided at no cost to the hirer when the Hall is used for non commercial purposes. At all other functions where the general public are admitted, public liability cover should be obtained.
10. All hirers must inform the Caretaker of their requirements such as lay out of tables, chairs, etc. at least three days before the event (**Caretaker – Steve Hull 01524 761568 or 07917246568**)
11. If it is anticipated that the event will attract an excessive number of cars to the village, the hirer must notify the Police and liaise with them over traffic control. Local Police telephone number is 0845 1 25 35 45.

*If a booking is no longer required, the Booking Secretary must be notified without delay, so that the date may be offered to another applicant already on the waiting list. It is not open to individuals or organisations to offer the date to another applicant on their own initiative. Bookings transferred without the agreement of the Booking Secretary will not be valid.*

*If a booking is cancelled less than three weeks before the date of the booking, then the full fee will be payable. If a person other than the hirer has been named as the person responsible for the payment of the hire charge, then, if that person has not paid in full within one month of the invoice date, the hirer will assume full responsibility for the payment.*

## **HIRE CHARGES for 2015**

*(Hire Charges for bookings later than 31<sup>st</sup> December 2015 are subject to review)*

NOTE: *Bookings are charged on an hourly basis (half hours are charged as one hour)*

Per Hour

### **Village or village residents events (Including private parties)**

#### **Hire Charge Code "A"**

Hall, stage and lower kitchen	£12.00
Green Room and upper kitchen	£6.00
All or most of the above areas	£15.00

### **Events open to the public where an admission charge is made or where goods and/or services are offered for sale or any commercial event (except Coffee Mornings)**

#### **Hire Charge Code "B"**

Hall, stage and lower kitchen	£25.00	or by negotiation
Green Room and upper kitchen	£12.00	or by negotiation
All or most of the above areas	£34.00	or by negotiation

### **Coffee Mornings/Afternoons/Evenings**

#### **Hire Charge Code "C"**

Hall, stage and lower kitchen – Village organisations	£30.00
- All others	£35.00
As above + Green Room and upper kitchen – Village organisations	£35.00
- All others	£40.00

#### **Coffee Morning Preparation time:**

Hall, stage and lower kitchen	£15.00
Green Room and upper kitchen	£7.00
All or most of the above areas	£20.00

#### **Licensed Bar**

£30.00

## **PLEASE KEEP WITHIN THE TIMES BOOKED OR EXTRA CHARGES WILL BE LEVIED**

**IMPORTANT NOTE:** For functions which may require a licence (e.g. alcohol sales, plays, disco's, dances, etc.) you must elect a person who will be responsible for operating the rules of the Hall and who must sign the booking form. He or she must also attend the function or appoint someone in writing to attend in place.

