



# GASKELL MEMORIAL HALL Silverdale

Registered Charity No. 225842  
BOOKING FORM

**PLEASE COMPLETE & RETURN TO THE BOOKING SECRETARY  
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 £ per hour :			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.  
I also undertake responsibility for all damage to the Hall / Green Room and to fittings, furniture, crockery and utensils and will notify the Committee of any damages 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**  
Ian Ogilvie  
3 Spring Bank  
Silverdale Lancs  
Tel. 01524 70117  
Email: i.o@orange.net

**SECRETARY**  
Gail Armstrong  
Bottoms Lane  
Silverdale  
Tel: 01524 701316  
Email: gail@batlady.co.uk

**BOOKING SECRETARY**  
Paul Williams  
14, Stankelt Road  
Silverdale, Carnforth LA5 0TA  
Tel. 01524 701513  
Email: pnwilliams14@tiscali.co.uk

**TREASURER**  
Paul Williams  
14, Stankelt Road  
Silverdale, Carnforth LA5 0TA  
Tel. 01524 701513  
Email: pnwilliams14@tiscali.co.uk

# 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 left in the open position at all times when the public are present.
4. It is the hirer's responsibility to ensure that the events shall be conducted decently, soberly and in an orderly manner. If a bar is required, permission from the committee must be obtained before the event takes place.
5. All parts of the premises will be left in a clean state fit for the next hirer. 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 and assistance dogs, are not allowed on the premises.
7. Under Lancaster City licensing regulations no gas appliance is allowed or the sale of electrical goods and knives.
8. Persons or organisations hiring the Hall must not mount other activities within the precincts of the Hall or in the vicinity 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 layout of tables, chairs, etc. at least three days before the event  
**Caretaker** –Debbie Holt: email:iclean241@gmail.com  
TEL:07423740570  
TEL:01524 720866

*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 2016

(Hire Charges for bookings later than 31<sup>st</sup> December 2016 are subject to review)

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

### Per Hour

#### **Village organizations and private functions**

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

#### **Events open to the public where an admission is charged; e.g. plays, films, lectures etc**

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

#### **Coffee Mornings on Saturday**

	<u>Total Charge</u>
Village Organisations: Hall and lower kitchen	£75.00
Other Organisations: Hall and lower kitchens	£85.00
Village Organisations : :Hall and green Room	£85.00
Other organistions Hall and Green Room	£95.00

#### **Coffee Morning Preparation time: Friday Night, if vacant**

	<u>Per Hour</u>
Village Organisations	£15.00
Other Organisations	£15.00

#### **Licensed Bar**

£30.00

**PLEASE TRY TO KEEP WITHIN THE TIMES BOOKED OR EXTRA CHARGES MAY BE CHARGED**

**IMPORTANT NOTE:** For functions which may require a licence (e.g. alcohol sales, plays, discos, dances, etc.). He or she must attend the function or appoint someone in writing to attend in their place.