

Gaskell Memorial Hall
 Emesgate Lane, Silverdale,
 Lancs. LA5 0RA
 gaskellhall-silverdale.co.uk



Charity No. 225842

bookingsgaskellhall@gmail.com
 secretarygaskellhall@gmail.com
 gaskelltreasurer@outlook.com

REGULAR USERS HIRE AGREEMENT

<p>The Hirer</p>	<p>Name: Organisation (if applicable): Address: Postcode: Telephone Number: Email:</p>
<p>Purpose of Hire</p>	
<p>Frequency of Hire</p>	<p>Which Day / Days of the week do you require? _____ Start Time _____ Finish Time _____ Please provide us with any holiday dates, otherwise you will be charged for sessions. _____ _____ Final agreements will be discussed in detail with the bookings secretary</p>
<p>Entry to hall</p>	<p>Do you have a key to the hall? Y / N If Yes please state how many and who has the key _____ Do you have a key fob for the hall ? Y/</p>
<p>Hall Usage</p>	<p>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"/></p>
<p>Sale of Alcohol</p>	<p>Will you be selling Alcohol at any of your sessions ? Y/ N Have you read the Hire Conditions section on alcohol? Y/N</p>
<p>Sound and Visual System</p>	<p>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</p>
<p>Ceiling Lights</p>	<p>Do you wish to use the coloured ceiling lights? Y / N Do you need instruction on the coloured ceiling lights? Y / N</p>

Additional Equipment	Chequered Tablecloths £20 hire	<input type="checkbox"/>
	Plates (£20 refundable deposit)	<input type="checkbox"/>
	Cutlery FOC	<input type="checkbox"/>
	Beer Pump £ 15	<input type="checkbox"/>
	Glass Hire £10	<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 BACCS

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, Gaskell Memorial Hall, Emesgate Lane, Silverdale. LA5 0RA 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. 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.