

Date you require

Please complete all unshaded sections below using CAPITAL letters.

Hirer Details

Organisation (if appropriate) _____

Persons name FORENAME _____ SURNAME _____

Address _____

Postcode _____

Telephone HOME _____ MOBILE _____

Email Address _____

Required Facilities

Your Room Requirements CIRCLE AS APPROPRIATE **MAIN HALL** **SMALL HALL** **KITCHEN**

Date(s) required _____

Times **START** _____ **FINISH** _____ **TOTAL No. OF HOURS** _____

A maximum of 30 minutes either side of a booking is non-chargeable

Function Description (e.g. Disco) _____ Estimate of number attending _____

Do you know about the potential need to apply for a Temporary Event Notice (TEN)? YES NO

You can find information and forms on our Website.

Are you applying for a TEN? (This is usually so you can sell alcohol) YES NO

Do you require Cutlery and/or Crockery? YES NO

Do you need Microphones? YES NO Type: 1 x LAPEL 1 x HAND HELD 2 x HAND HELD

Digital Projector required? YES NO

Are you using Outside Caterers? YES NO (If yes then please let us have a contact name and phone number for them.)

Finally, please read the Conditions of Hire (which can be downloaded from our Website) and sign the acceptance slip.

Ensure **all** items above are completed and send this form together with an attached Conditions of Hire acceptance slip and your payment to The Bookings Secretary. Make the cheque payable to **The Grove Building**.

Office Use

AGREED SESSION HIRE COST £

Microphone(s) returned

FEE FOR PROJECTOR HIRE £

Hire facility checked

TOTAL FEE TO PAY ON BOOKING £

Any charge for loss/breakages

CHEQUE NUMBER

If yes, agreed charge £