

MARKYATE VILLAGE HALL - APPLICATION TO HIRE

email: halls@markyateparishcouncil.gov.uk
01582 840110

Name of Hirer	
Address of Hirer	
Contact Number	
Email Address	
Name, address & telephone number of person who will ensure premises are left in good order (if different from above)	
Date of Hire	
Type of Function	
Number of People	

COMMITTEE REQUIREMENTS - IF THE FUNCTION IS A PARTY FOR TEENAGERS THE ADULT/CHILD RATIO SHOULD BE 1:10 & IS RECOMMENDED BY HERTS POLICE FOR HEALTH & SAFETY

* Will the music be:	Live/Recorded/Disco (delete as appropriate)
* Are you running a Bar?	Yes/No
* If Yes, confirm you will apply for a Temporary Events Notice Yes/No	
* Confirm a copy will be sent Parish Office Yes/No	
* Films to be shown?	Yes/No
Is there a charge for admission?	Yes/No
If so are members of the public admitted (other than members of your organisation) Yes/No	
* SEE TERMS & CONDITIONS	
Caterer's Details (if applicable)	

Note:

- a) When reserving hire period please allow sufficient time for setting up & clearing up. Retention of the Hall beyond the period hired will incur additional charges
- b) All music shall cease at 23:30 hours

Main Hall (Joint use of kitchen)	From	To
Jones Room (Joint use of kitchen)	From	To
Whole Premises (sole use of kitchen)	From	To

I, the Hirer, agree to take full responsibility when supplying or selling alcohol & that it will not be given to under 18's or those who appear to be intoxicated.

I, the Hirer, confirm that a Temporary Events Notice will be obtained & presented to the Parish Office if alcohol is to be sold. I agree to the Terms & Conditions of Hire and confirm that I am over 18 years of age and authorised to act on behalf of the above organisation. I enclose a deposit of £100.

PRINT NAME

SIGNATURE

DATE:

Cheques should be made payable to MARKYATE PARISH COUNCIL
www.markyateparishcouncil.gov.uk

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