

BOOKING REQUEST FORM

BOOKING REQUEST FORM

Registered Charity No. 223585

Date of Hire / / Time Required From To
(Time to include setting up & clearing up)

Name of Hirer (must be over 21 years)

Address Post Code

Contact Phone Email

Organisation or nature of event

Is this a public / private event? No. of participants

NB: There is a £10 charge for use of the kitchen to be included in your booking fee.

Will you be using the Stage?	Yes / No
Will you be using the Kitchen?	Yes / No
Will you be providing Recorded Music?	Yes / No
Will you be holding Lotteries?	Yes / No

Do you wish to sell alcohol at the event? Yes / No

If YES, you must obtain permission from the designated Committee Member: Sue Crowley on 07929 569071, steveandsue-sjc@live.co.uk.

She will sign your booking form below if she agrees that alcohol can be sold.

Signed by Committee member Date

I have **READ, FULLY UNDERSTAND AND AGREE** to the Conditions of Hire, the Premises Licence and the Health & Safety Policy of the Palmer Hall.
(These are also displayed in the entrance hall of the Palmer Hall)

Signed by the Hirer Date

I also understand that I will lose my £70 deposit, as stated in the Conditions of Hire, if I do not adhere to the said conditions.

PLEASE RETURN THIS FORM TO:

Treasurer of the Palmer Hall, c/o 9 Park Close, Fairford, GL7 4LF.

PLEASE PROVIDE 2 PAYMENTS: (Refundable deposit of £70 plus hall booking fee)

Contact Sue Crowley on 07929 569071, steveandsue-sjc@live.co.uk for details of how to pay.

The Palmer Hall, London Rd, Fairford, Glos GL7 4AQ

www.thepalmerhall.org

© Copyright 2023 Welcome to The Palmer Hall. All Rights Reserved.