

Kettleshulme &amp; Lyme Handley Parish Council

## Kettleshulme Village Hall – Booking Form

### Contact Details of Hirer:

<b>Name</b>			
<b>Address</b>			
<b>Post Code</b>			
<b>Phone Number:</b>	<b>Email Address:</b>		

<b>Is the person named above over the age of 18?</b>	<b>Yes</b>		<b>No</b>	
(If not please provide details of a responsible adult)				
<b>Name</b>				
<b>Address</b>				
<b>Contact Details</b>	<b>Phone:</b>		<b>Email:</b>	

### Event Details:

<b>Date of Hall Hire (DD-MM-YY)</b>				
<b>Hall Access required from</b>	<b>Date:</b>		<b>Time:</b>	
<b>Hall Access required to</b>	<b>Date:</b>		<b>Time:</b>	
<b>Number of Guests (Max 110):</b>	<b>Type of Event e.g. Party:</b>			
<b>Furniture Required (delete as appropriate)</b>	Table & Chairs / Chairs Only / Tables Only			
<b>Do you require Tablecloths (£30 laundry charge)</b>	<b>Yes</b>		<b>No</b>	
<b>Do you require Kitchen Facilities</b>	<b>Yes</b>		<b>No</b>	
<b>Do you require Bar Facilities serving alcohol</b>	<b>Yes</b>		<b>No</b>	
<b>Have you applied for a Temporary Event License</b>	<b>Yes</b>		<b>No</b>	

**Payment Details:**

<b>Total Hire Cost</b>	
<b>Retainer Deposit (50% of Total Hire Cost – applies to block bookings only)</b>	
<b>Refundable Damage Deposit (See Hall Hire Charges)</b>	

We have seen and satisfied ourselves with the Health & Safety Information & Hall Plan. If applicable we have applied for a Temporary Event License if the bar is required. We have ensured that any entertainers etc or goods provided carry adequate insurance.

I agree to abide with the Terms & Conditions of this Hall Hire Agreement (Copies available on the request or can be downloaded off the website):

<b>Date</b>	
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<b>Signed (Hirer)</b>	
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<b>Signed (on behalf of KPC)</b>	
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**Please make Cheques payable to:**

***Kettlethulme & Lyme Handley Parish Council***

**Bank Transfer Details:**

NatWest Bank  
Sort Code: 60-04-18  
A/C No: 83859128

**Booking Contact Details:**

General Bookings: [bookings@kettlethulmeparishcouncil.gov.uk](mailto:bookings@kettlethulmeparishcouncil.gov.uk)  
Mob: 07909513251 (Rachel Blood)

***Kettlethulme & Lyme Handley Parish Council Use Only:***

<b>Damage Deposit Received (Refundable)</b>	<input type="checkbox"/>
<b>Retainer Deposit Received</b>	<input type="checkbox"/>
<b>Entered / Booked</b>	<input type="checkbox"/>
<b>Payment Received</b>	<input type="checkbox"/>
<b>Deposit Refunded</b>	<input type="checkbox"/> In Full
	<input type="checkbox"/> In Part (Details: )
	<input type="checkbox"/> No (Details: )