

CORONATION HALL MANAGEMENT COMMITTEE

HALLFLEET, MARKET DEEPING, PE6 8DB

APPLICATION FOR HIRE OF THE CORONATION HALL

I,

(Full name in block capitals)

on behalf of

apply for the use of the facilities detailed below and if the application is granted accept the conditions of letting of the Coronation Hall Management Committee enclosed with this form

Address
.....
.....
..... **Post Code**

Telephone No

Email:

1. Facilities required: *(please indicate as required)*

Front Hall Use of Kitchen

2. Purpose for which premises are required e.g. class, meeting, (For a party specify age group please)

3. Number of persons attending

4. Day(s) and Date(s) for which premises are required.
(For a block booking a full schedule of dates must be attached)

.....
.....

5. Times of hiring (inc' 15mins **prep' & clearing away**)
Note: Functions to cease at 11.00 pm on Saturday and Sunday evenings and only extended with the written consent of the committee

Fromam/pm
To am/pm

Additional questions – *(please indicate accordingly)*

- 6. Is the Organisation/Hirer Non-Profit making? YES NO
- 7. Is the Hirer conversant with the buildings/contents/insurance conditions? YES NO
- 8. Will alcoholic drinks be served during the hiring? YES NO

9. Is a license to provide alcohol being obtained? YES NO
(If Yes – Name, address, & contact number for holder required)

10. If films, which are subject to Performing rights charges are to be shown has a license been obtained? YES NO

11. Has the Hirer made himself familiar with the Fire Safety Arrangements? YES NO

12. DATA PROTECTION:

The Coronation Hall, is a small, not-for-profit organisation that only processes information in relation to the hire of the premises and is exempt from registration under the Data Protection Act. The data on this form will be held for a maximum period of 12 months in locked cabinet after which it will be destroyed in a secure manner. This form and the details on it may be stored for longer if there is a legal reason to do so, such as but not limited to failure to comply with the terms of the agreement. You will only receive correspondence in relation to the hire of the premises and this data will not be shared with any other parties unless required to do so by law. The data on this form will be made available to a member of staff appointed by the committee for opening and closing on the day and any elected committee members.

I, the hirer named on this form, agree to the terms of hire and data protection.

Signature

Date

11. PLEASE RETURN TO:

Please save and complete and return by email to bookings@coronation-hall.co.uk

Or post to:

Richard Markham
131A Eastgate, Deeping St James, Peterborough PE6 8RB Tel: 01778 341266

BACS payments - Sort Code: 204545

Account No: 10563773

Cheque made payable to Coronation Hall

All bookings require a non-refundable deposit of £10 plus a security deposit of £50 payable along with hiring fee at commencement of hire

Internal Use only

Hire fee	(per hour) – see website for latest charges
Security Deposit	£50.00
Booking Deposit	<u>£10.00</u>

TOTAL to be paid