



Clun Memorial Hall And Playing Fields

Chairman: Abby Lewis

Secretary: Pat Damms

Treasurer: Carolyn Lewis

Registered Charity No: 507032

BOOKING FORM FOR HIRE OF FACILITIES

Following your enquiry please complete and return to the booking secretary at the address below.

Conditions of hire are available to download from the Website.

When alcohol is to be supplied to the general public, a copy of this form will be signed by the Designated Premise Supervisor (DPS), Jack Limond, Clun Bars Ltd.

Clun Bars Ltd holds the bar franchise for the Memorial Hall and hirers cannot supply their own alcohol.

Name: _____ Telephone: _____

Address: _____ Email: _____

Organisation (if Applicable): _____

Purpose of Hire: _____

Person in Charge: _____ Number Attending: (see T&C 11) _____

max. 300 standing / 230 seated

Date of Function / Event:					
Facilities Required:		Set Up Time:		Event Time:	
All Areas: <u>£20 per hour</u>	Please note this applies if other areas of the hall are not usable at the same time	From:		From:	
		To:		To:	
Main Sports Hall: <u>£15 per hour</u>	Please note this only applies if other areas of the hall can be used at the same time	From:		From:	
		To:		To:	
Bar Area: <u>£10 per hour</u>		From:		From:	
		To:		To:	
Committee Room: <u>£10 per hour</u>		From:		From:	
		To:		To:	
Kitchen (Teas and Coffees): <u>one off payment £5</u>		From:		From:	
		To:		To:	
Kitchen (catering): <u>one off payment £20</u>		From:		From:	
		To:		To:	
Sizes of tables available:		rectangle	15 of 6 x 4ft	8 of 4 x 2ft	
		round	5 of 5 ft		
Chairs:	Padded and non-padded	please do not take padded chairs outside.			
There is an extra £20 charge if you require the tables and chairs to be set up for you.					
Set up fees:	<u>one hour before and one hour after: FOC</u>				
	additional hours required: £6 per hour				
Extra Rental Items:	Gazebo	Water Urn	Full Cinema Screen	P O A	
	Outdoor Sports Equipment				

Stewards (see T&C 7,8 and 9)

Please provide a list of your Stewards names and addresses and / or the number of professional registered security along with the company's name, address and registration number.

Name:	Address:	Phone:

Do you require a bar?	Times:	Date(s):	DPS Signature:

Please note that "Hirers" wishing to run the bar themselves are required to 'buy out of the license fee'. This is £250 payable to Clun Memorial Hall. They would then be required to obtain a Temporary Event Notice from Shropshire County Council.

<u>Licensable Activities you intend to carry out during the event. Please complete all that apply:</u>				Time:	Date:
Recorded / Live Music (see T&C 12)					
Performance of Play:		Screening of Film:			
Dance (Performance):		Use of Dance Floor:			
Supply of Late Night Refreshment (food and /or drinks after 11pm)					
Indoor Sporting Event watched by an Audience:					

Additional Notes:

I, the undersigned, have read and agree to the guidelines for hire set out in the Terms and Conditions:

Signature: _____

Print Name: _____

Date: _____

Do you have a website for your organisation / event? Please provide a link for us to put on our website. _____

Will you have any photos after the event? Please can we add them to our website? _____

Please return this booking form to:
Carolyn Lewis, Booking Secretary, Clun Memorial
Hall, Guilden Down Lane, Clun SY7 8NY

Phone: 01588 640109
email: clunmemorialhall@gmail.com
www.clunmemorialhall.co.uk