



Clun Memorial Hall And Playing Fields

Chairman: Abbygail Lewis

Secretary: Angela Martin **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. A copy of this form will be returned to you as acknowledgement of booking,

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 Facilities:	From:		From:
	To:		To:
Main Sports Hall only:	From:		From:
	To:		To:
Bar Area only:	From:		From:
	To:		To:
Committee Room:	From:		From:
	To:		To:
Kitchen (for food prep): including cups and saucers.	From:		From:
	To:		To:
Kitchen (catering):	From:		From:
	To:		To:
These sizes of tables are available:		rectangle 6 x 4ft	4 x 2ft
		round 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:	one hour before and one hour after: FOC		
	additional hours required: £6 per hour		
Extra Rental Items:	Gazebo	Water Urn	Full Cinema Screen
	P O A		

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:

The Sale or Supply of alcohol must be authorised by the Designated Premises Supervisor.

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

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.

Licensable Activities you intend to carry out during the event. Please complete all that apply:

	Time:	Date:
Recorded / Live Music (see T&C 12)		
Performance of Play:		
Supply of Late Night Refrehment (food and /or drinks after 11pm)		
Screening of Film:		
Dance (Performance):		
Use of Dance Floor:		
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:

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

For Terms Conditions please see our website