

THE MALTINGS - BOOKING APPLICATION FORM

Please complete this form in capitals & return it to the address below or via email

A) HIRER

Name:

Organisation:

Address:

Postcode: Email:

Telephone: Mobile:.....

B) VENUE

MAIN HALL

Fees: £12 per hour (inc. set-up and clearing)

Single Event

Day(s):..... Date(s):

Time from: to:.....

Event set-up: Date Time from: to:

Event clear up: Date Time from: to:

or Recurrent Event

Day :..... Dates from:to:

Time from: to:

Tick

KITCHEN:

Fees: Drinks only £5 one-off fee

or **Drinks & catering £20 per session (inc. set-up & clearing)**

Time from:to:.....

C) TYPE OF EVENT

Please give details:

Please tick as appropriate:

Bar Recorded music Live Music Film Other live entertainment (details below)

.....
Please turn over

Will you be charging a) for admission? Yes / No & / or b) for refreshments? Yes / No

Any supply of alcohol must comply with current legislation and, (unless gratis), take place only under the authority of a Temporary Event Notice.

Will you be applying for a Temporary Event Notice? Yes / No

Please give details of any proposed licensee below:

Name:

Address:.....

Tel:.....

D) Expected number of participants

E) Do you carry your own Public Liability Insurance for this event? Yes / No

Any other information: (eg members only, open to public, use to be made of venue, etc)

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I understand that ❶ my application to use The Maltings will be considered in the light of the nature of the event and may attract specific reasonable restrictions; ❷ that if successful, I will be responsible for setting up and taking down and for security; and ❸ the current charge is £12 per hour which refers to every recurrence of the event.

I note my responsibilities as laid down in the Booking Information Sheet and Terms & Conditions of Hire. Tick

I agree to pay the charges by the due time.

Signed: Date:

Name: Position:
(for and on behalf of the applicant organisation)

Bookings may only be made on this form and will be approved and acknowledged either on an official form or by email.