



APPLICATION TO HIRE SHELF VILLAGE HALL

Please complete this form and return to the address below within two weeks.

*Delete as appropriate.

Name of hirer: Mr/Mrs/Miss/Ms* _____

Address: _____

Post Code _____ Organisation (if applicable): _____

Tel: (daytime) _____ (evening) _____ Fax: _____

email: _____

Day and Date of hire: _____ Purpose of hire: _____

This function is: PRIVATE/PUBLIC * Number of people attending: _____

Admission Charge: £ _____ Do you require a bar: YES / NO *

Will music, live or recorded, be played as part of your booking? YES / NO *

	Set Up Time	Function Start Time	Function End Time	Time Room cleared by
Main Hall + Lounge Room				
Lounge Room only				
Meeting Room only				

Do you require Tea / Coffee and Biscuits? YES / NO * If YES for how many _____ served at what time(s)?

Do you require use of kitchen? YES / NO * If YES is this for: tea/coffee preparation? YES / NO *
or full use of the kitchen? YES / NO *

Do you require? Flip Chart Stand YES / NO * Flip Chart Paper YES / NO *

I certify that I am over 18 years of age and I certify that I am authorised to act on behalf of the organisation (if applicable).

I will be responsible for any payment to be made in connection with this application.

I understand that it is my responsibility to read and comply with the General Information and Guidance Notes attached.

SIGNED: _____ DATE: _____

Please sign and return this form to: Halls Lettings, Calderdale MBC, King Cross Library, 151 Haugh Shaw road, Halifax, HX1 3BG

