**Application to hire Ashwell Village Hall, Rutland**

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| **Hirer name and name of organisation if applicable** |  |
| **Description of event to be held / reason for hire** |  |
| **Estimated number of adults/ children** |  |
| **Address with postcode** |  |
| **Contact email** |  |
| **Contact number** |  |
| **Temporary event licence required? (serving or selling alcohol ) – please attach copy of temporary event notification and email acknowledgement from council** |  |

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| **PLEASE CLEARLY INDICATE WHICH ROOMS YOU REQUIRE** | **Hire Cost per hour** | **Please tick** |
| **Main hall only** | £12 |  |
| **Main hall & kitchen** | £15 |  |
| **Dates required** |  | |
| **Start time** |  | |
| **End time** |  | |

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| **The hirer has read and understood:-** | **Hirers confirmation signature** |
| Conditions of Hire |  |
| Fire evacuation Procedure |  |
| Diversity & Equal Ops |  |
| Safeguarding Policy |  |
| Health & safety policy |  |
| Environmental policy |  |

*Committee use only*

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| *Name & Date of person taking booking* |  |
| *Date Deposit received if applicable* |  |
| *Arrangements for keys (insert)* |  |