

NORTH HAYLING RECREATION HALL

(a registered charity No. 270849)

C/O Mrs. S. A. Weatherley
Rose Cottage, St. Peters Road,
Hayling Island, Hampshire. PO11 0RX
Tel: 02392 462975

BOOKING ENQUIRY FORM

Date:

Please complete this form and return it to the address above in respect of any application to hire the hall. We will then get back to you to discuss the booking, availability, charges and other details.

Date Required: Time during which the hall is required:

Name and address of hirer and representative person:

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Contact phone numbers:

Email Address:

Please read carefully our Standard Conditions of Hire (available from our website www.nhrh.org.uk) as they form an integral condition of your hire, as will the information given in this booking enquiry form.

Please state the purpose of this hire of the hall?

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Approximate number of people expected to attend the function?.....

Will there be music played at the function, if so state nature of music (please note the use of strobe lighting, smoke machines and lasers are not permitted under our public license)? YES / NO

Will there be any form of entertainment provided at the function, if so state what?: YES / NO

Will alcohol be provided at the function: ..YES / NO If so will the alcohol be sold (note if so you will need written consent of the charity and to apply to Havant Borough Council for an appropriate license.

Is this hire for a public event: YES / NO

Will food be provided at the event? YES / NO If so of what nature?

Please note you will be required to pay a returnable security deposit as part of this booking. This will be refunded within 28 days after the hire less any costs of rectifying any damage that may have been caused to the premises or contents, or for breach of any of the Standard Conditions of Hire, including complaints about noise.

The hirer agrees with the charity to be present throughout the hire and to observe and perform the provisions and stipulations contained in the Standard Conditions of hire. Adequate supervision of any function involving young persons must be maintained throughout the hire.

Hire Fee: £

Security Deposit: £