

Booking Application Form to hire the Goodwill Hall, Wrexham Road, Nantwich

This agreement is made between the committee and the Hirer named below.

Name of Hiring Organisation/ Authorised representative / Individual* *Please delete as appropriate	
Purpose of Hiring:	
Date when required:	Day Month Year
Times required: NO hiring after 11pm unless by prior agreement at the time of the booking.	From: To: Times should include preparation, clear up and clean time, which, for a late finishing evening hire, could be an hour the next morning.
Premises & Items required: *Please delete as appropriate	Main Hall Kitchen Kitchen appliances such as cooker and fridge etc. Meeting room. Stage Crockery & cutlery Approximate quantities Crockery.....

	<p>Cutlery</p> <p>Will you be selling alcohol? If YES, then hirer will need to obtain a TEN (Temporary Event Notice) but must discuss this with the booking secretary first.</p> <p>Number of chairs required...</p> <p>Number of tables required (seat 6 to 8)..</p> <p>Number of tables required (seat 4)...</p> <p>Please feel free to come and view the premises and speak to the booking secretary about your requirements.</p> <p>Any other requirements/notes?</p>
Hire fee Due:	No later than 14 days prior to event. (An invoice will be issued)
Reservation fee/Security Deposit	<p>£50 for residents living within a 5-mile radius of the Hall. £100 for others Payable with application to secure booking and is non-refundable at discretion of The Goodwill Hall Committee. If all conditions of hire have been met this will be refunded. See conditions of hire. An invoice will be issued.</p>

<p>Address for Contact and Invoicing</p>	<p>Address including postcode.</p> <p>Telephone number</p> <p>Email address.</p>
<p>Bank details for faster deposit return.</p>	<p>Name of account –</p> <p>Sort code –</p> <p>Account no –</p>
<p>Signature of Hirer/Representative: I have read and agree to abide by the conditions overleaf /attached to email.</p>	<p>Signature</p> <p>Date</p> <p>Print name</p>
<p>Signature of booking secretary</p>	<p>Signature</p> <p>Date</p>