

# APPLICATION TO HIRE PENSFORD MEMORIAL HALL

Please complete & return to The Bookings Clerk, 147 High Street, Pensford, Bristol, BS39 4BH

Telephone 0790 040 7695 (answerphone only)

Email: [pensfordhallbookings@hotmail.co.uk](mailto:pensfordhallbookings@hotmail.co.uk)

## DETAILS OF HIRER

Name ..... (must be age 21 or over and present through the hire period)  
Mobile Number ..... Email Address .....  
Contact Address .....  
Local Organisation (if applicable) .....

## PERIOD & PURPOSE OF HIRE

Date of event ..... Time of event from ..... am/pm to ..... am/pm

If a regular event (please delete as applicable) Weekly/Monthly Every day

Nature of event (please delete as applicable) Private Public Commercial Regular User Fundraising

Please note: Other activities may be booked immediately before or after your event. Please leave enough time to ensure that you can return the hall to a state fit to be used by other hirers within the time available to you.

## FACILITIES REQUIRED

(please delete as applicable)

MAIN HALL    BAR(cash only)    KITCHEN    PAVILLION ROOM    CAR PARK  
                                         CHANGING ROOMS    PLAYING FIELDS

IF ALCOHOL IS TO BE AVAILABLE AT THE EVENT PLEASE MAKE THIS CLEAR TO THE BOOKING CLERK SO THAT BAR FACILITIES CAN BE ARRANGED/AGREED

If yes Alcohol will be (please delete as applicable)

For Sale    Bring your own    Free of Charge    Included in Ticket Price    A Raffle Prize

## PLAYING OF MUSIC

(please delete as applicable) LIVE MUSIC    BAND OR SOLO    RECORDED MUSIC    A PLAY    A DANCE

## FEES/DEPOSIT

Following your event the hall will be inspected by a Hall representative along with the hirer and they will both agree they are satisfied that the hire areas have been left in a satisfactory condition. PLEASE NOTE: Any damage or breakages will be the responsibility of the hirer to replace or reinstate to the condition when the hall was hired.

Payment is required in full at the time of booking. Provisional bookings may be held for a period of 7 days prior to the booking fee being paid at the discretion of the Booking Clerk. The booking fee is refundable subject to 14 days clear notice of cancellation prior to the event.

## DECLARATION OF HIRER

I accept and understand the "Standard Conditions of Hire" and have received a copy to keep. I agree to be present throughout the hire and to comply fully with this agreement. If there is to be any entertainment during the hire which is regulated by the Premises Licence I agree to be the designated person responsible and I accept personal responsibility for observance of its terms and conditions. If alcohol is to be available I agree to be responsible for ensuring that the event complies with the 2003 Licensing Act.

I enclose full payment of £..... (Please make all cheques payable to Publow/ Pensford Memorial PFC)

Signed..... Date.....