

Grayshott & Hindhead Institute & Village Hall

Headley Road, Grayshott. Telephone 01428 788035 (Bookings), 01428 604787 (Caretaker)

~ Booking Application Form ~

Name of Club/Organisation

[if applicable]:-

Name

Address:-

Post Code:-

Telephone Number:-

Email address:-

Requirements [please continue on a separate sheet if required]:-

Standard Session times:-

Morning 9am to 1pm, **Afternoon** 2pm to 6pm, **Evening** 6.30pm to 10.30pm, late night bookings to midnight may be available by prior arrangement

Date(s)	Main Hall	Small Hall	Common Room	Nancy Littlejohn	Morning	Afternoon	Evening
	<i>[please tick as appropriate]</i>						

Reason for Hiring:-

[e.g. party, wedding reception, jumble sale, performance of play etc]

Please Note:-

The Village Hall does NOT accept bookings for birthday, or other, parties for 14 to 18 year olds.

If it becomes apparent that a booking contravenes this rule the booking will be terminated and payment forfeited.

Regulated Entertainment:-

Please indicate [by ticking the appropriate box] if any of the following regulated activities will take place at your event:-

- (a) Performance of a play
- (b) Performance of live music
- (c) Playing of recorded music
- (d) Performance of dance
- (e) Entertainments similar to those in (a) to (d)
- (f) Making Music
- (g) Dancing
- (h) Entertainments similar to those in (f) to (g)
- (i) Exhibition of Films

Please note that the Village Hall is **not** licensed for indoor sporting events, boxing or wrestling

P.T.O.

~ Booking Application Form (continued)~

Consumption & Sale of Alcohol:-

Please tick the appropriate box

Alcohol will **not** be consumed at the event

- * I wish to apply for permission for the consumption, **but not sale**, of alcohol
** I wish to apply for permission for the consumption and sale of alcohol

Notes:-

* You may assume that permission for the consumption (but **not** sale) of alcohol has been granted. If the management committee objects to your request you will be notified in writing.

** If you wish to apply for permission to **sell** alcohol at one or more of the bookings detailed on page 1, the person to be responsible for the sale(s) must complete and sign the following form.

Application for Permission to Sell Alcohol

I apply for permission to **sell** alcohol in the Grayshott Village Hall on the following dates:-

Date(s) of Event:-

Name of Person responsible for sale:-

Address:-

Post Code:-

Telephone No:-

Email address:-

I declare that:-

I am over 21 years of age

I have read and will abide by section 4 of the standard conditions of hire and any other instructions given by the Management Committee

I will personally supervise all sales of alcohol and ensure that any other bar staff who must be over 18 years of age are suitably briefed

I understand that **IF PERMISSION** to sell alcohol is granted I will be notified in writing

Signature:-

Date:-

P.T.O.

~ Booking Application Form (continued)~

Declaration [to be completed in all cases by the person named on page 1]:-

I declare that:-

I am over 18 years of age

I have received a copy of and read the Standard Conditions of Hire

I understand that this booking and any subsequent bookings is/are accepted in accordance with the Standard Conditions of Hire.

I am a duly authorised representative of the club/organisation on whose behalf this booking is made [if applicable]

I understand that I will be charged in accordance with the hiring rates prevailing on the date(s) of the booking.

Signature:-

Name [please print]:-

Date:-

Please send completed form to:-

Tony Legat
10 Golf Links Avenue
Hindhead
Surrey GU26 6PQ

*If you require written confirmation of the booking , **please send a stamped, self addressed envelope with your application .** A copy of this form, endorsed by the booking secretary where indicated below, will be returned to you as confirmation otherwise we can confirm by email.*

[This section to be completed by the booking secretary]

Confirmation of Booking:-

I confirm receipt and acceptance of this booking. The following charges will apply:-

Deposit:-

£

**Separate cheque please
(Refundable)**

Booking Date(s)

Hire fee:-

Music/Alcohol Licence Fees

Hiring Fee TOTAL

£ ____ -

Please make all cheques payable to :- Grayshott Village Hall

Signed:-

Tony Legat
Booking Secretary

Date:-
