# Grayshott & Hindhead Institute & Village Hall

Headley Road, Grayshott. Telephone 01428 712296 (Bookings), 01428 604787 (Caretaker)

# ~ Booking Application Form ~

Name of Club/Organise [if applicable]:-	ation							
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
	[please tick as	арргорпатеј			]			
Reason for Hiring:- [e.g. party, wedding reception, jumble sale, performance of play etc]								
Regulated Entertainments Please indicate [by ticking (a) Performance of a plate (b) Performance of live in (c) Playing of recorded in (d) Performance of dance (e) Entertainments similar (f) Making Music (g) Dancing (h) Entertainments similar (i) Exhibition of Films	ng the approp y nusic nusic e e rr to those in (	(a) to (d)	ny of the fol	lowing regu	ulated ad	ti∨ities will t	ake place at you	r event:-

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

# ~ Booking Application Form (continued)~

### Consumption & Sale of Alcohol:-

Please tick the appropiate 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
- \*\* 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 <u>Sell</u> Alcohol						
I apply for permssion to <b>sell</b> 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 18 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:-						

# ~ Booking Application Form (continued)~

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

I declare that:-

	1 years of age ived a copy of and read the Sta	andard Conditions of Hi	re
I understand Hire.	d that this booking and any sul	bsequent bookings is/ar	e accepted in accordance with the Standard Conditions of
I am a duly			whose behalf this booking is made [if applicable] ates prevailing on the date(s) of the booking.
Signature:-			
Name [please	e print]:-		
Date:-			
Please send Tony Lega 10 Golf Lin Hindhead GU26 6PQ	ks Avenue		
application .		by the booking secretar	tamped, self addressed envelope with your y where indicated below, will be returned to you as
This section	n to be completed by the boo	okina socrotarvi	
		ning secretary	
Confirmation	of Booking:-		
confirm rece	ipt and acceptance of this boo	king. The following char	ges will apply:-
Deposit:-		£	Separate cheque please
Hire fee:-	Booking Date(s)		(Refundable)
	Music/Alcohol Licence Fe	ees	
	Hiring Fee TOTAL	<u>£ -</u>	
Please ma	ke all cheques payable to :-	Grayshott Village Hall	
Signed:-			Tony Legat
			Booking Secretary
Date:-			