Please complete this booking form in conjunction with the Terms & Conditions of Hire and the current Room Hire & Service Charges. Return your completed form to the address below by post, email or in person. Upon receipt, a member of staff will contact you to confirm availability, discuss your booking in more detail and issue an invoice. Please contact the office on 01952 612035 or email enquiries@ketleyparishcouncil.co.uk if you require any assistance with completing the form or need a paper copy of the form.

|  |  |  |  |
| --- | --- | --- | --- |
| ***Please complete your contact details*** | | | |
| Contact name: | Click here to enter text. | Organisation: | Click here to enter text. | |
| Address: | Click here to enter text. | | | |
| Contact number: | Click here to enter text. | Email: | Click here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| Website: | Click here to enter text. | Registered Charity No: | Click here to enter text. |

|  |  |
| --- | --- |
| ***Please provide details of what your booking is for*** | |
| Event details/Course name: | Click here to enter text. | |

|  |  |  |  |
| --- | --- | --- | --- |
| Estimated numbers attending: | Click here to enter text. | Mobility issues: | Click here to enter text. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***When is your event/course?*** | | | | | |
| Date: | Click here to enter a date. | Start time: | Click here to enter text. | Finish time: | Click here to enter text. | |
| Day: | Click here to enter text. | *Please include time to set up and clear down as part of your booking where you are doing this yourself* | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ONE OFF EVENT |  | WEEKLY |  | MONTHLY |  | OTHER: | Click here to enter text. |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***Which room do you want?*** | | | | | | | | | |
| HALL |  | ART ROOM |  | CLASS ROOM |  | MEETING ROOM |  | IT ROOM |  | |
| HALL & ART ROOM | | |  | CLASS ROOM & MEETING ROOM | | |  |  |  | |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| ***What are your requirements?*** | | | | | | | | | | | |
| \*Kitchen |  | | \*Stage |  | | Own set up/clear down |  | | \*Set up/clear down required | |  | |
| \*Storage |  | \*Cloakroom | |  | \*Reception | | |  | | Flip Chart/Projector |  | |
| \*Cleaning |  |  | |  | *\*Additional charges apply – please see current tariff of prices* | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Number of tables required: | Click here to enter text. | Number of chairs required: | Click here to enter text. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Rectangular |  | Round |  | *NB. 5ft Rectangular tables seat 6 and Round tables seat up to 10* |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| ***Please indicate if you will have any of the following:*** | | | | | | | |
| Own food |  | Caterers |  | Own drink/alcohol |  | Outside bar |  | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| BOUNCY CASTLE |  | DISCO |  | RECORDED/LIVE MUSIC |  | RADIO/TV |  |
| *(HALL) Maximum height 3 metres* | | *~ Information required for Music Licence purposes. Please also note that there is a noise limiter in use ~* | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **DECLARATION**  I confirm that I have read and agree to the Terms & Conditions of Hire and understand that I am responsible for the payment of all hire charges incurred in respect of my booking should it subsequently be accepted by Ketley Parish Council (KPC). | | | |
| Signature: | Click here to enter text. | Date: | Click here to enter text. |
|  |  |  |  |