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. |

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| --- |
| ***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 ~* |

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| --- |
| **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. |
|  |  |  |  |