



BOOKING FORM

Part 1	Hirer Details										
Name: Address: Organisation (If applicable): Telephone: E-mail: Purpose of Hire: Date of Hire: Person in Charge: Number Attending:	<table border="1" style="width: 100%; height: 120px;"> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>										
Part 2	Room Booking Requirements Setup fees: one hour before and one hour after are Free of Charge Additional Setup fees: £7.50 p/h										
2a) Do you require use of all areas (£25 p/h) No Yes -> Move to Part 2b Setup From: Event From: Setup To: Event To: -> Move to Part 3a 2b) Do you require use of just the main hall (£18 p/h) No Yes -> Move to Part 2c Setup From: Event From: Setup To: Event To: -> Move to Part 3a 2c) Do you require use of just the bar area (£12.50 p/h) No Yes -> Move to Part 2d Setup From: Event From: Setup To: Event To: -> Move to Part 3a 2d) Do you require use of just the committee room (£12.50 p/h) No Yes -> Move to Part 3a Setup From: Event From: Setup To: Event To: -> Move to Part 3a											
Part 3	Kitchen Booking Requirements										
3a) Do you require the use of the Kitchen for just teas and coffees (one off payment of £6) No Yes -> Move to Part 3b -> Move to Part 4 3b) Do you require the use of the Kitchen for catering (one off payment of £25) No Yes -> Move to Part 4 -> Move to Part 4											
Part 4	Set Up Requirements										
4a) Do you require the hall to be setup for you (one off payment of £25 for tables & chairs to be setup for you)											

No ☐ -> Move to Part 5
 Yes ☐ -> Move to Part 4b)

4b) Do you require just chairs

No ☐ -> Move to Part 4c)
 Yes ☐ -> Move to Part 5

Please Note: Padded Chairs not to be taken outside.

If non-padded chairs or tables are taken outside please ensure any attached mud is cleaned off after use

4c) Do you require tables & chairs

Yes	☐	Rectangular 6 x 4ft	Number	Maximum		
		Rectangular 4 x 2ft	☐	15	->	Move to Part 5
		Round 5 x 5ft	☐	8		
			☐	5		

Part 5 Other Requirements

5a) Do you have access to a key

No ☐
 Yes ☐

5b) Do you require the licensed bar for the event

No ☐
 Yes ☐ Minimum bar spend is £100 (Deposit required)

Please Note: Hirers wishing to run the bar themselves are required to "buy out the licence fee" The charge is £250

They would then be required to obtain a Temporary Event Notice from Shropshire County Council

Private parties may bring their own alcohol with no buy out required. Alcohol must be provided free of charge to guests.

5c) Do you require outdoor sports equipment

No ☐
 Yes ☐ Detail

5d) Do you require the full cinema screen

No ☐
 Yes ☐

5e) Are you running a Licensable Activity during the Event

No	☐		Time	Date
Yes	☐	Recorded / Live Music:		
		Performance of Play:		
		Dance Performance:		
		Supply of Late Night Food:		
		Indoor Sporting Event Watched by an Audience:		

Part 6 Declaration

Cleaning note: A surcharge of £50 will be charged if the hall is not left in the same state as it was found.

I, the undersigned, have read and agree to the guidelines for hire set out in the Terms and Conditions

Signature

Print Name

Date

Please return this booking form to:

email: Clunmemorialhall@gmail.com

or post through door: 2 Church Street, Clun SY7 8JW

Queries Phone: 01588640109