



Clun Memorial Hall And Playing Fields

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: 100%; border-collapse: collapse;"> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></td></tr> <tr><td style="height: 20px;"></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																											
<p>2a) Do you require use of all areas (£25 p/h)</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">No</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 10%;">-></td> <td style="width: 30%;">Move to Part 2b</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td></td> <td>Setup From:</td> <td><input type="checkbox"/></td> <td>Setup To:</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Event From:</td> <td><input type="checkbox"/></td> <td>Event To:</td> <td><input type="checkbox"/></td> <td style="text-align: right;">-></td> <td>Move to Part 3a</td> </tr> </table>		No	<input type="checkbox"/>	->	Move to Part 2b						Yes	<input type="checkbox"/>		Setup From:	<input type="checkbox"/>	Setup To:	<input type="checkbox"/>						Event From:	<input type="checkbox"/>	Event To:	<input type="checkbox"/>	->	Move to Part 3a
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<p>2b) Do you require use of just the main hall (£18 p/h)</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">No</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 10%;">-></td> <td style="width: 30%;">Move to Part 2c</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td></td> <td>Setup From:</td> <td><input type="checkbox"/></td> <td>Setup To:</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Event From:</td> <td><input type="checkbox"/></td> <td>Event To:</td> <td><input type="checkbox"/></td> <td style="text-align: right;">-></td> <td>Move to Part 3a</td> </tr> </table>		No	<input type="checkbox"/>	->	Move to Part 2c						Yes	<input type="checkbox"/>		Setup From:	<input type="checkbox"/>	Setup To:	<input type="checkbox"/>						Event From:	<input type="checkbox"/>	Event To:	<input type="checkbox"/>	->	Move to Part 3a
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<p>2c) Do you require use of just the bar area (£12.50 p/h)</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">No</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 10%;">-></td> <td style="width: 30%;">Move to Part 2d</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td></td> <td>Setup From:</td> <td><input type="checkbox"/></td> <td>Setup To:</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Event From:</td> <td><input type="checkbox"/></td> <td>Event To:</td> <td><input type="checkbox"/></td> <td style="text-align: right;">-></td> <td>Move to Part 3a</td> </tr> </table>		No	<input type="checkbox"/>	->	Move to Part 2d						Yes	<input type="checkbox"/>		Setup From:	<input type="checkbox"/>	Setup To:	<input type="checkbox"/>						Event From:	<input type="checkbox"/>	Event To:	<input type="checkbox"/>	->	Move to Part 3a
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<p>2d) Do you require use of just the committee room (£12.50 p/h)</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">No</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 10%;">-></td> <td style="width: 30%;">Move to Part 3a</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td></td> <td>Setup From:</td> <td><input type="checkbox"/></td> <td>Setup To:</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>Event From:</td> <td><input type="checkbox"/></td> <td>Event To:</td> <td><input type="checkbox"/></td> <td style="text-align: right;">-></td> <td>Move to Part 3a</td> </tr> </table>		No	<input type="checkbox"/>	->	Move to Part 3a						Yes	<input type="checkbox"/>		Setup From:	<input type="checkbox"/>	Setup To:	<input type="checkbox"/>						Event From:	<input type="checkbox"/>	Event To:	<input type="checkbox"/>	->	Move to Part 3a
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Part 3	Kitchen Booking Requirements																											
<p>3a) Do you require the use of the Kitchen for just teas and coffees (one off payment of £6)</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">No</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 10%;">-></td> <td style="width: 30%;">Move to Part 3b</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td></td> <td>Move to Part 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		No	<input type="checkbox"/>	->	Move to Part 3b						Yes	<input type="checkbox"/>		Move to Part 4														
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Yes	<input type="checkbox"/>		Move to Part 4																									
<p>3b) Do you require the use of the Kitchen for catering (one off payment of £25)</p> <table style="width: 100%;"> <tr> <td style="width: 10%;">No</td> <td style="width: 10%;"><input type="checkbox"/></td> <td style="width: 10%;">-></td> <td style="width: 30%;">Move to Part 4</td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> <tr> <td>Yes</td> <td><input type="checkbox"/></td> <td></td> <td>Move to Part 4</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		No	<input type="checkbox"/>	->	Move to Part 4						Yes	<input type="checkbox"/>		Move to Part 4														
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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	<input type="checkbox"/>	Rectangular 6 x 4ft	<input type="checkbox"/>	15	->	Move to Part 5
		Rectangular 4 x 2ft	<input type="checkbox"/>	8		
		Round 5 x 5ft	<input type="checkbox"/>	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, but this 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 Yes	<input type="checkbox"/> <input type="checkbox"/>	Recorded / Live Music:	<input type="checkbox"/>	<input type="checkbox"/>
		Performance of Play:	<input type="checkbox"/>	<input type="checkbox"/>
		Dance Performance:	<input type="checkbox"/>	<input type="checkbox"/>
		Supply of Late Night Food:	<input type="checkbox"/>	<input type="checkbox"/>
		Indoor Sporting Event Watched by an Audience:	<input type="checkbox"/>	<input type="checkbox"/>

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 Castle Street, Clun

Queries Phone: 01588640109