



FOR OFFICE USE ONLY

BOOKING ACKNOWLEDGMENT SENT

FORWARDED TO OPERATIONS MANAGER

## BOOKING FORM FOR THE HIRE OF SILSDEN TOWN HALL

The Booking Officer, Silsden Town Hall, Kirkgate, Silsden BD20 0AJ

Please call the Booking Officer on 07453093827 or email [bookings@silsdentownhall.org.uk](mailto:bookings@silsdentownhall.org.uk) if you have any queries or if you require this form in large print. In order for your application to be considered please ensure that this form is fully completed and signed. **No booking is confirmed until you are notified by the Booking Officer.**

### HIRER DETAILS

Company/Organisation/ Hirer	
Purpose of Hire	
Charity Reg. if applicable	
Contact Name, Address & Post Code	
Tel No. Day & Evening	
Email Address	

### Dates and Times Required

Date	Preparation Time	Start & Finish Time of Event	Clearance Time
Dates not required			

### PLEASE MARK FACILITIES REQUIRED

Lower Hall	<input type="checkbox"/>	Stage	<input type="checkbox"/>	Tea Making only (eg for meetings)	<input type="checkbox"/>
Meeting Room	<input type="checkbox"/>	Seating	<input type="checkbox"/>	Kitchen (eg for coffee mornings etc)	<input type="checkbox"/>
Ballroom	<input type="checkbox"/>	Sound & Lighting	<input type="checkbox"/>	<b>Bar Facilities - see note overleaf</b>	<input type="checkbox"/>

**PLEASE NOTE THAT IT IS YOUR RESPONSIBILITY TO CONTACT THE BOOKING OFFICER AT LEAST 7 DAYS PRIOR TO YOUR FUNCTION TO CONFIRM YOUR FINAL ARRANGEMENTS OR TO NOTIFY US OF ANY CHANGES TO YOUR ORIGINAL APPLICATION FORM.**



### BAR / ALCOHOLIC DRINKS / CATERING

If you wish to provide/consume alcohol at your event then you can either supply your own or hire a licensee. If, you are charging a fee for the alcohol that you are providing, or you are charging an admission fee for your event then you must apply for a Temporary Events Notice. This must be displayed at the function. If you are hiring a licensed bar this must close 30 minutes before the end of the function. Access times required by your caterer or licensee must be taken into consideration when booking preparation time. If access is required prior to your function it may be possible to accommodate this within existing staff hours. If not, this time will be recharged to you.

**\*The hire of our bar equipment includes the bar which we assemble & dismantle for each event and includes pint & half pint glasses, 250ml wine glasses, 2 measures, 2 openers, bar towels.**

**DO YOU INTEND TO PROVIDE/CONSUME ALCOHOL AT THE FUNCTION?** YES / NO

**DO YOU INTEND TO HIRE A LICENSED BAR OR SELL ALCOHOL AT YOUR FUNCTION?** YES / NO

If YES, please provide name and address of licensee.

**DO YOU INTEND TO HIRE CATERERS FOR YOUR FUNCTION?** YES / NO

If YES, please provide name and address of caterer.

### OTHER INFORMATION

PLEASE INDICATE APPROXIMATE NUMBER OF PERSONS ATTENDING:

**DO YOU INTEND TO CHARGE AN ADMISSION FEE OR SELL TICKETS FOR YOUR EVENT?** YES / NO

**WILL LIVE MUSIC BE PLAYED?** YES / NO  
(For theatrical productions only)

**ANY OTHER INFORMATION** (Please use this space below to request **Technical Facilities** or provide any other information.)

(For non-private events only)

**PERFORMING RIGHTS SOCIETY (PRS)** (Please read the attached "PRS" information sheet)

**ARE YOU AWARE OF THE CONDITIONS OBLIGED UNDER THE PRS LEGISLATION?** YES / NO

**IS THE PRS CHARGE APPLICABLE TO YOUR EVENT?** YES / NO

TO COMPLY WITH HEALTH & SAFETY REQUIREMENTS SILSDEN TOWN HALL CAN ACCOMMODATE A MAXIMUM OF **TWO WHEELCHAIR USERS** AT ANY SINGLE PERFORMANCE. CONTACT THE BOOKING OFFICER IF YOU HAVE ANY WHEELCHAIR USERS ATTENDING YOUR EVENT.



Please sign and return your application to Silsden Town Hall (address at the top of the form). If your application is accepted a counter-signed copy will be forwarded to you thereby constituting a contract of hire. **No booking is definite until acceptance has been formally confirmed in this way.**

Requirements requested in this application, and any additional items that are requested after the signature of this form, will be recharged at the prevailing rates. All cheques are payable to The Friends of Silsden Town Hall. Cancellations of less than 3 days notice will be charged at full rate, cancellations of less than 24hrs will be charged at full rate and staff time will also be administered if your group was the only user of the hall.

**This contract is the grant of a licence to occupy the hall**

**PLEASE TICK the box, or SIGN below, as acceptance of the Terms & Conditions of Letting & Conditions of Payment & Hire**

On the acceptance of this application, I hereby undertake to pay The Friends of Silsden Town Hall on demand all charges and any additional expenses incurred in respect of this hire. I have read understood and agree to comply with the Terms & Conditions of Letting and Conditions of Payment and Hire (any revised information will be sent accordingly), which hereby forms part of this contract.

**Hirer's Signature**..... **Date** .....

**THIS CONTRACT OF HIRE HAS BEEN ACCEPTED.**

**Booking Officer Signature:**

**Date of Acceptance**

Document last revised on 4 March 2019