**THE HINDMARSH HALL, ALNMOUTH**

Booking Request

|  |  |
| --- | --- |
| Name of hirer:  Organisation:  Address:  Phone:  e-mail: | Dates and times of hire required  Date(s)  Times (from/to) |
| Purpose of Hire:  (brief description of event)  Expected no. of attendees: | Rooms/facilities requested  Main Hall………………………………….  Lower Hall………………………………..  Kitchen……………………………………..  Crockery……………………………………  Cutlery………………………………………  Glasses………………………………………  Tablecloths…………………………………  Kitchen equipment………………………  Setting up tables and chairs………….  Sound system…………………………….. |
| Fees  (please refer to our list of standard charges and discuss the total fee to be paid with the Hall Bookings Secretary) |
| Deposit  Except for regular users of the Hall a deposit of £20 is required to confirm a booking, returnable after the event provided that all the Standard Conditions of Hire have been complied with.  Please particularly see standard condition 4 relating to the sale of alcohol |
| I/we have read and accept the Standard Conditions of Hire and enclose a deposit of £20 in respect of this booking request.  Cheques should be made payable to “The Hindmarsh Hall”  Signed …………………………………….….  Date …………….….  Please return this form to: Sally Wilson, Booking Secretary, 19 Northumberland Street, Alnmouth NE66 2RJ  For additional information please email me on sallywilson621@gmail.com Telephone: 01665 830742 | |