

Sheriff Hutton Village Hall

Registered Charity 1169225

Please complete and return to:

Bookings Secretary, telephone 07894 734446, or email as an attachment to:
villagehall@sheriffhutton.co.uk

Or email as an attachment to: SHVHbookings@gmail.com

Application Details

Name and/or Organisation:	
Event:	
Address:	
Email:	
Telephone (Daytime):	Telephone (Evening):
Date of Hire (including year):	

Rooms Required and Times. You will only be able to access spaces you have booked.

ROOM	Maximum number of people	TIMES		FURNITURE		NOTES
		FROM	TO	CHAIRS	TABLES	
Main Hall						Please specify number of chairs and number plus type of table (large or small). You will only be able to access furniture you have booked.
Refreshment Room						
Committee Room						
Kitchen						
Car Park						

Will the Hearing Aid Loop system be required for the hard of hearing? Yes / No

Name of Person responsible for Fire Regulations and Health and Safety:

Bar Licence (if applicable) – Name of Licensee:

Name and Address for Account (if different from above)

Name :	Address :
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Please tick to indicate you have read and agree with:

Fire Regulations Conditions of Hire

I agree to my details being shared with another hirer, if our hires take place at the same time

Signed:

Date:

Office use only:

Date form received:

Date form printed:

Date entered in diary: Diary sheets updated:

Date acknowledged: Caretaker informed:

Heating requirement updated:

Checked – Queries? No:

Yes:

Queries followed up:

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Deposit received: No:

Yes:

Amount: £.....

BACS: Date of transfer:

Cheque: Cash:

Date notification or delivery to treasurer:

Notes: