

Clarence Hall Management Committee
Form of application for hire of the Hall

Application for hire of the Clarence Hall on (date)

for (event) between the hours of and

I/We undertake to observe the CONDITIONS OF LETTING and pay the deposits (see below) and hire fees as requested. I agree to Clarence Hall holding my personal information to enable administration of the booking and contacting me by post **yes/no** phone **yes/no** email **yes/no**. It is understood that the provisional booking made with the secretary will be held for 2 weeks. Failure to confirm provisional bookings and pay deposits by this date may result in the date being offered to others.

Name (please print)..... on behalf of

Address

Post Code Phone Signed

Email

Please list below the 4 stewards who will be responsible during the letting for (a) the safety of the public & (b) the safety of the building and its contents; a fifth steward is necessary where the balcony is used. Smoking must not be allowed in any part of the building. The stewards must remain in the hall at all times during the hiring.

Name Address

.....
.....
.....
.....

Please circle your requirements –

..... chairs tables	stage area	kitchen
crockery for	cutlery for	stage lighting (from £30)	screen mics
wall boards	use of back room	projector hire (£20)	balcony

Other

Will you be playing music at your event?

If you intend to sell alcoholic drinks at your event please complete and sign the enclosed declaration form and add the fee to your deposit. Cheques payable to 'Clarence Hall Management Committee' please.

Deposits Required Booking deposit (non returnable) £25
Further deposit for live groups, discos, etc. £75
(All deposits paid will be deducted from your bill.)

Please return this form and deposit to Mrs A Chamberlain, 6 Pen y Dre, Brecon Road, Crickhowell, NP8 1DG or leave in the Clarence Hall letter tray in Crickhowell Resource & Info Centre.