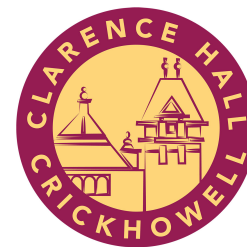


# The Clarence Hall Crickhowell ("The Hall")

Beaufort St, Crickhowell NP8 1BN

Company limited by guarantee number 11971202



## APPLICATION FOR HIRE OF THE HALL

Please read the Clarence Hall Terms & Conditions of Hire before completing this form

Event Name & Description:				
Date:		Estimated numbers attending:		
Access to the Hall required from: _____ to _____				
Event Start time:		Event Finish Time:		
Rooms Required	Main Hall YES / NO	Committee Room	YES / NO	
Facilities Required	Kitchen YES / NO	Stage	YES / NO	
	Pop Up Bar YES / NO	Balcony	YES / NO	
	Round Tables YES / NO Qty _____	Crockery - Standard White YES / NO Qty _____		
	Oblong Tables YES / NO Qty _____	Crockery - Vintage Boxed Sets YES / NO Qty _____		
	Chairs YES / NO Qty _____	Cutlery	YES / NO Qty _____	
	Stage Lighting (from £30) YES / NO	Projector (£20)	YES / NO	
	Sound Equipment YES/NO	Screen YES / NO	Wallboards	YES / NO
	Other (please specify)			
Music	Will you be playing music at your event?		YES / NO	
Alcohol	Will you be selling alcoholic drinks at your event?		YES / NO	
If YES, please complete the Application to Sell Alcohol form and add the £20 fee to your deposit.				
<p>i. I have read the Clarence Hall Terms and Conditions of Hire and agree to be bound by them and to pay the deposits and hire fees requested.</p> <p>ii. As the Hirer I understand my responsibilities for the health and safety of people attending the event and agree to be bound by the relevant Clarence Hall policies and documents, in particular the Health, Safety &amp; Fire policy, the Fire Emergency Plan, the Food Hygiene Guidance and the Safeguarding Policy.</p> <p>iii. As the Hirer I understand that I am required to nominate four Stewards (5 if the balcony is used) to take responsibility for the safety of Hall users as well as the building and its contents.</p> <p>iv. I agree to The Clarence Hall holding my personal information to enable administration of the booking and contacting me by email, telephone or post.</p> <p>v. 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.</p>				
Name _____		On behalf of _____		
Address _____				
Postcode _____		Telephone _____		
Email _____				
Signature _____		Date _____		

Cheques should be made payable to "The Clarence Hall, Crickhowell".

Deposit Required: £25 for bookings charged at hourly rate; £100 for other events. An additional £75 deposit is payable for live groups, discos etc. See separate conditions relating to the hire of Vintage China.

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 the Crickhowell Information Centre (CRiC) adjacent to the Hall.