

Gaskell Memorial Hall

Emesgate Lane,  
Silverdale, Carnforth,  
Lancashire

LA5 0RA



Charity No. 225842

bookings@gaskellhall.org.uk  
treasurer@gaskellhall.org.uk  
chair@gaskellhall.org.uk  
secretary@gaskellhall.org.uk

[gaskellhall.org.uk](http://gaskellhall.org.uk)

## **Regular Users Booking Form**

Only to be used for Multiple/Regular hires

<b>The Hirer</b>	Name:	
	Organisation (if applicable):	
	Address:	
	Postcode:	
	Telephone Number:	
	Email:	
<b>Purpose of Hire</b>		
<b>Frequency of Hire</b>	Which Day / Days of the week do you require? _____ Start Time _____ Finish Time _____ (Please note the above times should allow for setting up and clearing away.) Please provide us with any holiday dates, otherwise you will be charged for sessions. _____ _____ Final agreements will be discussed in detail with the booking secretary	
<b>Caretaker services</b>	Do you require set up service? Y / N Extra charge Do you require take down service? Y / N Contact Caretaker	

<b>Hall Usage</b> Which areas of the hall will you require?	Main Hall includes lower Kitchen and Stage (stage may not always be available)	
	Green Room includes Green Room Kitchen	
	Whole Building	
<b>Sale of Alcohol</b> Extra charge	Will you be selling Alcohol at any of your sessions? Y / N Full bar or Interval Bar (Please circle) If so, give details _____ Have you read the Hire Conditions section on alcohol? Y / N	
<b>Additional Information?</b>		
<b>Information of the legally responsible person who will be at the event, if not same as the hirer.</b> You must ensure they also read and understand the Conditions of Hire, Emergency Fire Plan (Including the Fire Alarm Information).	Name: Tel: Email:	
<b>Information of person paying the invoice if not same as the hirer.</b> Payment will be due on receipt of invoice.	Name: Tel: Email:	

Please tick the following to agree acceptance:

	I / we agree to be bound by the Conditions of Hire, Emergency Fire Plan (Including the Fire Alarm Information), which I have read and I, or a nominated responsible person, will be present during the period of hire.
	I understand that The Gaskell Memorial Hall accept no liability for my use of the hall other than their own public liability responsibilities regarding the premises and facilities provided.
	I am happy for my details to be stored by The Gaskell Memorial Hall and understand they will not be shared with 3 <sup>rd</sup> parties.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Please complete this form and email to [bookings@gaskellhall.org.uk](mailto:bookings@gaskellhall.org.uk) or print and post to Alastair Cairns, Gaskell Memorial Hall, Emesgate Lane, Silverdale. LA5 0RA 07918 705549

Caretaker: [caretaker@gaskellhall.org.uk](mailto:caretaker@gaskellhall.org.uk) 07423 740 570

**PLEASE BE AWARE THAT THIS FORM NEEDS TO BE SUBMITTED ANNUALLY**