

Gaskell Memorial Hall  
 Emesgate Lane, Silverdale,  
 Carnforth, Lancashire  
 LA5 0RA  
 gaskellhall.org.uk



Charity No. 225842

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

**REGULAR USERS HIRE AGREEMENT**

<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 _____ <i>(Please note the above times should allow for setting up and clearing away.)</i> Please provide us with any holiday dates, otherwise you will be charged for sessions. _____ _____ <i>Final agreements will be discussed in detail with the bookings secretary</i>
<b>Entry to hall</b>	Do you have a key FOB to the hall? Y / N If Yes please state how many and who has the fob/s _____
<b>Hall Usage</b>	Which areas of the hall will you require? Main Hall includes Rigby Kitchen and Stage* Green Room includes Green Room Kitchen Whole Building * N.B. Stage may not always be available
<b>Sale of Alcohol</b>	Will you be selling Alcohol at any of your sessions? Y / N If so give details _____ Have you read the Hire Conditions section on alcohol? Y / N
<b>Sound and Visual System</b>	Do you require access to the Sound System? Y / N Do you require the Microphone? Y / N Do you require the Projection Screen? Y / N

<b>Ceiling Lights</b>	Do you wish to use the coloured ceiling lights? Y / N Do you need instruction on the coloured ceiling lights? Y / N
<b>Additional Equipment</b>	Check Tablecloths: £20 hire Y / N White Tablecloths: Price on Application Y / N Plates: FOC Y / N Cutlery: FOC Y / N Beer Pump: £ 15 Y / N Glass Hire: £10 Y / N
<b>Additional Information</b>	Please use this space to provide and useful information about your usage:

<b>Information of Responsible person if not same as The Hirer above.</b>	Name: _____ Tel: _____ Email: _____
<b>Information of person paying the invoice if not same as The Hirer</b>	Name: _____ Tel: _____ Email: _____

**PAYMENT** - I wish to:

Pay by cheque (payable to the 'Gaskell Memorial Hall ') or Pay by BACS. Please circle as appropriate.

Payment will be due on receipt of invoice.

- 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 the nominated 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** \_\_\_\_\_

**Print Name** \_\_\_\_\_

**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 Telephone 07918 705549

All hirers are required to inform the Caretaker of their requirements such as layout of tables, chairs, etc. at least 7 days before the event. Caretaker –Deborah Holt - caretakergaskellhall@gmail.com - 07423 740 570. If not informed early enough your requirements may not be able to be met.

NOTE: Half hours can be paid upon arrangement also please speak to our booking secretary for any special requests.

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