

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

## **Coffee Morning Booking Form**

<b>The Hirer</b>	Name:	
	Organisation (if applicable):	
	Address:	
	Postcode:	
	Telephone Number:	
	Email:	
<b>Details of Hire period</b>	Date: Coffee Morning hire; Saturdays from 09:00 to 12:30 with the coffee morning being open to the public from 10:00 to 12:00.	
<b>Hall Usage</b> Which areas of the hall will you require?	Main Hall includes lower Kitchen - included	
	Stage - may not always be available, extra charge	
	Hire of Hall on Friday evening for set up if available, extra charge	
<b>Sale of Alcohol</b>	Will you be selling Alcohol? Y / N (extra charge) Have you read the Hire Conditions section on alcohol? Y / N	
<b>Equipment Hire</b>	Check Tablecloths hire - included	
	Caretaker to set up and take down tables and chairs - included	
<b>Any additional Information?</b>		

<p><b>Information of the legally responsible person who will be at the event, if not same as the hirer.</b></p> <p>You must ensure they also read and understand the Conditions of Hire, Emergency Fire Plan (Including the Fire Alarm Information).</p>	<p>Name:</p> <p>Tel:</p> <p>Email:</p>
<p><b>Information of person paying the invoice, if not the same as the hirer</b></p> <p>Payment will be due on receipt of our invoice.</p>	<p>Name:</p> <p>Tel:</p> <p>Email:</p>

Please tick the following to agree acceptance:

	<p>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.</p>
	<p>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.</p>
	<p>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.</p>

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, The Gaskell Memorial Hall, Emesgate Lane, Silverdale, Carnforth. LA5 0RA. 07918 705549

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