

## Application Form for Hall Hire for activity classes

<b>1. Applicant Details:</b>			
Name of Applicant:			
Name of Group or Organisation:			
Address:		Phone number:	
		Mobile number:	
		Email address:	
<b>2. Booking Details:</b>			
Date of Booking:		Day of Week:	
Start Time:		End Time:	
Number of people expected ( <b>max 200</b> ):			
<b>3. Function Details:</b>			
Activity/class name:			
Will there be music?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Will you be bringing any special equipment with you:	<input type="checkbox"/> Yes <input type="checkbox"/> No		
If YES give details:			
Activity/Class Type:	<input type="checkbox"/> Private <input type="checkbox"/> Public		
<b>4. Applicant declaration:</b>			
I declare that the details given on this form are true to the best of my knowledge. I am 18 years or above. I agree to pay the hire charge at least 14 days before the date booked and will abide by all the conditions of letting.			
Applicant's Signature:		Date:	
<b>5. For office staff:</b>			
Method of Payment:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque		Date:
Number of hours:		Agreed payment:	
Payments terms/conditions:			
Amount Paid:			
Staff Signature:		Print name:	