

# BOOKING REQUEST FORM

## BOOKING REQUEST FORM

Registered Charity No. 223585

Date of Hire ..... / ..... / ..... Time Required From ..... To .....  
(Time to include setting up & clearing up)

Name of Hirer (must be over 21 years) .....

Address ..... Post Code .....

Contact Phone ..... Email .....

Organisation or nature of event .....

Is this a public / private event? ..... No. of participants .....

NB: There is a £10 charge for use of the kitchen to be included in your booking fee.

Will you be using the Stage? Yes / No  
Will you be using the Kitchen? Yes / No  
Will you be providing Recorded Music? Yes / No Will  
you be holding Lotteries? Yes / No

Do you wish to sell alcohol at the event? Yes / No

If YES, you must obtain permission from the designated Committee Member: Sue Crowley on 07929 569071, [palmerhallsecretary@outlook.com](mailto:palmerhallsecretary@outlook.com)

She will sign your booking form below if she agrees that alcohol can be sold.

Signed by Committee member ..... Date .....

I have **READ, FULLY UNDERSTAND AND AGREE** to the Conditions of Hire, the Premises Licence and the Health & Safety Policy of the Palmer Hall. (These are also displayed in the entrance hall of the Palmer Hall)

Signed by the Hirer ..... Date .....

**I also understand that I will lose my £70 deposit, as stated in the Conditions of Hire, if I do not adhere to the said conditions.**

PLEASE RETURN THIS FORM TO:

Treasurer, THE PALMER HALL, LONDON STREET, FAIRFORD, GL7 4AQ

PLEASE PROVIDE 2 PAYMENTS: (Refundable deposit of £70 plus hall booking fee)

Contact Sue Crowley on 07929 569071, [palmerhallsecretary@outlook.com](mailto:palmerhallsecretary@outlook.com) for details of how to pay.

The Palmer Hall, London Rd, Fairford, Glos GL7 4AQ

[www.thepalmerhall.org](http://www.thepalmerhall.org)

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