



Hall Hire Request for a Single Event Hire

IMPORTANT: to be completed by Hirer only after discussion of your booking with the Bookings Secretary

Hirer

Hirer Name.....
[insert name of individual or, if you are booking on behalf of an organisation, the organisation]

Address

Phone Email

Responsible person on site if different to hirer.....

Mobile phone number.....

Event

Description of event.....
[please give a clear and accurate description of the nature of the event]

Approx. numbers attending		Approximate age range of children
Adults	Children	

Date and time of hire

Date of hire	
Set up start time	Event start time
Event end time	Clear up and hall vacated time

Equipment required (if any)

AV requirements – Yes / No	Technical support – Yes / No	Piano – Yes/No
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Hire charge

	Hours	Minutes	Rate	Amount in £
Core time			/ hour	
Set up and clear up			/ hour	
AV and other	-	-	As agreed	
Total hire charge £				

I confirm:

- I wish to hire the Highgate Society 10A South Grove Hall based on this Hall Hire Request
- I agree that my hire of the 10A South Grove Hall will be subject to and on the terms of the Society’s most recent 10A South Grove Hall Hire Terms and Conditions.

Signature

Date

Name