

**South Leverton Memorial Institute  
Hall Booking Form 2016**

Registered Charity 245582
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Please ensure you have read and understood the Conditions of Hire document and the Guide to use documents before completing this booking form as this forms a legal contract.

**Agreement**

**1. This agreement is made between South Leverton Memorial Institute Management Committee and the hirer named below.**

**1.1 South Leverton Memorial Institute**

<b>Authorised Representative</b>	Ms Yvonne Ennis (Booking Clerk)
	Croft House Town Street South Leverton Retford Notts BN22 AB1
<b>e-mail address</b>	<a href="mailto:bobandyvonne0@btinternet.com">bobandyvonne0@btinternet.com</a>
<b>Mobile number</b>	07757 313461

**1.2 Hirer**

**Name of hirer**.....

**Address**.....

**Landline phone number**.....

**Mobile phone number**.....

**e-mail address**.....

Name of Organisation's Authorised Representative  
who will be present at the event (if different from the hirer)

.....

**NB: The hirer (or authorised representative) will be the person responsible for ensuring the "Conditions of Hire" are adhered to and for carrying out any Emergency Procedures that may arise during the event.**



## Single Bookings

Date Required:

Day..... Date..... Month..... Year.....

From (time).....a.m./p.m

To (time).....a.m/p.m

## Block Bookings

Date From    To

Day 

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

From (Month/Year)   To (Month/Year)   inclusive

From (time)..... To (time).....

### 1.4 Premises

Please indicate which room(s) you would like to book.

Main hall and meeting room

Meeting room only

Main hall only

### 1.5 Purpose/description of hire

.....  
Commercial use? Yes No (please circle as applicable)

2. The Hall has a **Premises Licence** (on display) authorising allowable activities in the hall.

Please consult the booking clerk for details

2.1 Will alcohol be available at your event? Yes  No

There is a alcohol licence covering the hall, but not outside

3. **Cancellation of booking:** see section 22 of "Conditions of Hire"

Signed by the hirer representative on behalf of the organisation/ hiring the hall

Name..... Signature..... Date.....

