

**HIRING APPLICATION OF MODBURY MEMORIAL HALL (Registered Charity
No.300901) ("Modbury Memorial Hall")**

Name of Hirer:.....

Address:.....

Telephone Number: Day.....

Evening:.....

Email:.....

Name of Organisation:.....

Dates of Hire:.....

Period of Hire: From..... To (23.30hrs max)

(Allowance should be made for setting up and dismantling any equipment)

Alcohol to be served at the event: Yes No

Facilities required: Main Hall **Meeting Room** **Kitchen** (for charges see website)

Purpose of hire:**.....

**Hire for direct selling by commercial organisations will be at the discretion of the Trustees of Modbury Memorial Hall. A deposit of £25.00 (payable at time of booking) is required for functions (such as dances and wedding receptions) only. Bookings cannot be confirmed until this deposit has been received.

The complete Application Form should be returned to Mrs Pauline Ryder, 68 Champernowne, Modbury, Ivybridge, PL21 0RE together with the deposit if appropriate. All bookings are subject to Modbury Memorial Hall's Conditions of Hire; a copy of the Conditions of Hire is available to download from our website.

Under the Licensing Regulations, it will be necessary to adhere strictly to the times permitted under the License issued by South Hams District Council. Any extensions for the dispensing of alcohol at any event will require a License under the Temporary Extension Notice (TEN). The Hirer is responsible for ensuring compliance with the licence and for obtaining any required TEN.

I confirm that I have received a copy of the MODBURY MEMORIAL HALL'S CONDITIONS OF HIRE and have read the Memorial Hall's licence conditions and the 'what to do in case of fire' information and I, as the Hirer, agree to abide by them.

I agree to pay all charges which may be due and I acknowledge that my attention has been drawn to the emergency procedures and the advisability of having suitable insurance cover and obtaining a Temporary Event Notice in the event of serving alcohol at the premises.

Signature of Hirer:..... **Date:**.....

Position in Organisation:.....

Please note that this is a booking form only and does not guarantee the availability of the premises on the chosen date or time. A separate email confirmation will be sent if your booking has been accepted. Invoices will normally be sent out via email after the event we would ask for settlement by cheque or direct to our account via BACS within 30 days. Thank you.

Any queries concerning booking or Memorial Hall facilities should be addressed to the Booking Secretary/Caretaker, Pauline Ryder. paulineryder@modburymemorialhall.co.uk or 01548 830133.

Queries relating to charges should be sent to the Treasurer Peter Lowe peterjlowe@gmail.com or 07930 402845.