

# **MODBURY MEMORIAL HALL**

**(Registered Charity No. 300901)**

## **Website Application for Hire of Hall**

**Name of Hirer** \_\_\_\_\_

(Block letters please)

**Address** \_\_\_\_\_

(Block letters please) \_\_\_\_\_

**Telephone Number:** Day \_\_\_\_\_

Evening \_\_\_\_\_

**Email:** \_\_\_\_\_

**Name of Organisation** \_\_\_\_\_

(Block letters please)

**Dates of Hire** \_\_\_\_\_

**Period of Hire:** From \_\_\_\_\_ To \_\_\_\_\_ (23.30hrs max)

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

**Please circle 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.

A deposit of £25.00 (payable at time of booking) is required for **evening functions** only. Bookings cannot be confirmed until this deposit has been received.

The completed Application Form should be returned to Mrs Pauline Ryder, 68 Champernowne,, Modbury, Ivybridge, PL21 0RE together with the deposit if appropriate. A copy of the Conditions for 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 Licence issued by South Hams District Council. Any extension for the dispensing of alcohol at any event will require a Licence under the Temporary Extension Notice (TEN) (see notes 7a &10 of the attached conditions).**

\_\_\_\_\_

I have read the Conditions for the Hiring of Modbury Memorial Hall and hereby undertake to comply with the Conditions set out therein and any additional requirement that may be deemed necessary by the Memorial Hall Committee.

**Signature of Hirer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Position in Organisation** \_\_\_\_\_

\_\_\_\_\_

Please note that an email confirmation will be sent on receipt of this form. Invoices will normally be sent out via email after the event and we would ask for settlement by cheque or direct to our account via BACS within 30 days. Thank you.

Any queries concerning booking or Hall facilities should be addressed to the Booking Secretary/Caretaker, Pauline Ryder: [pauline@modburymemorialhall.co.uk](mailto:pauline@modburymemorialhall.co.uk) or 01548 830133.

Queries relating to charges should be sent to the Treasurer, Phil Jolly: [phil@modburymemorialhall.co.uk](mailto:phil@modburymemorialhall.co.uk) or 01548 831263.