

Shap Memorial Hall Booking Form and Hire Agreement

(Please complete clearly)

Name of Hirer: Organisation: (if applicable) Address: Postcode: Tel no: Email:	Name of Organiser responsible for the event: (if applicable) Address: Postcode: Tel no: Email:
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Details of Function			
Type of function			
Day and Date of function			
Starting time (including set up)			
Finishing time (including clearing away)			
Approximate number attending (if known)			
Accommodation and Other Facilities	Tick if required	Charges Local	Other
Main Hall			
		Charges under review	
Stage			
Bar			
Green Room			
Reading Room			
Kitchen			

* If you intend to serve alcohol, check the Terms and Conditions for details. Tick here if applicable:

Other requests:

Shap Memorial Hall (SMH), Reg. Charity No. 1025300, agrees to allow the Hirer to use the premises for the function described in this form. The Hirer agrees to pay the charges for the Hire. The Hirer and SMH agree to abide by the Terms and Conditions of Hire, which the Hirer agrees to have read and understood.

Signature of Hirer Date

I am over 18 years of age

Signature of Bookings Secretary Date

on behalf of SMH

Please return the signed form with your deposit cheque (if applicable) to:
SMH Bookings, Rylands, Main Street, Shap, Penrith CA10 3NU
A booking is confirmed once the Hirer receives a copy of this form with both signatures.

Bookings Secretary: Mrs Joan Owen 01931 716247