

SALTFORD COMMUNITY ASSOCIATION

Registered Charity Number 1162948
Salford Hall - Booking Form

All relevant sections of this form should be completed and returned to the Booking Office within two weeks of the reservation.

SECTION 1 - BOOKING REQUIREMENT *(please tick)*

Main Hall		Avon Room		Somerset Room		Kelston Room		Wansdyke Room	
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Date required:..... Time From:To:

Please note that we allow 20 minutes either side of your booking time f.o.c. for setting up and clearing down. Please ensure that all tables and chairs used are put away and that the room is left clean and tidy for the next user. Failure to comply with these requests may incur extra charges.

Purpose of Hire/Type of Event:

Approx. No. of people attending:

Do you require a bar where alcohol is available to purchase? Yes / No (delete as applicable).

For children's and young people's parties please state age:

Will there be any disabled access concerns? Yes /No

Please indicate below if any of the following equipment is required (please tick):

Projector		Use of Stage*		Full stage lighting*		P.A. System*		Piano**	
Project. Screen		Hearing Loop***		Lectern		Flip Chart		Crockery	

*Main Hall only ** Main Hall, Avon Room and Wansdyke Room ***Main Hall and Avon Room

SECTION 2 - DETAILS OF HIRER

Name of Applicant:Name of Organisation/Hirer:

Address of Applicant:

Post Code:Tel Number:E-mail address:

Name of Responsible Person (Hall Manager) :.....

SECTION 3 - UNDERTAKING

I have read the Conditions of Hire. I agree to be bound by them and accept responsibility in accordance with the terms. I accept full responsibility for any damage to the premises and contents during the period of hire. I undertake to remove, on the day of hire, any decorations and/or equipment which may be brought to the Hall.

Signed: (individual / pp: Organisation - delete as necessary) Date:.....

I enclose advance payment (full payment/deposit) of £ by: BACS/CHQ please tick)

(Please pay by BACS if at all possible. Cheques should be made payable to: Salford Community Association)

Do you know your 4 digit Door Entry Code? If not, then please refer to your booking letter.