

Booking Enquiry: Confirmation of detail

Please send your completed form by e-mail to - Shiphamhall.bookings@gmail.com or post to: Shipham Hall Bookings Clerk, 12 Fair Hill Shipham, BS25 1TH. This form will be part of your hire agreement with the Hall Trust for the use of the hall and its facilities on the dates and times stated

*Complete using computing facilities: Click "enable editing" at top of screen; Move the cursor as normal and to add detail click & type as normal; delete keys remove text. **IMPORTANT:** use only 1 line within each cell. Finally save and send. Alternatively print blank form to complete by hand*

1. Date(s) required: Enter either **event dates**, or **start date and frequency** e.g. weekly

Day(s)			
Date(s) (DD/MM/YY)			

2. Details of the hirer

Details of person responsible for booking / payment		To confirm 21 or over enter X here	
Name		E-mail	
House name/number		Mobile phone	
Street		Day land line	
Town and post code		Ev'g. land line	
Name of Organisation (If not a personal hire)			

3. Room Hire required: Enter times in the appropriate boxes in 24 hour format

Morning sessions end at 13.00 hours; PM sessions must end before 23.00 hours Sunday to Thursday			
On Friday and Saturday only hires are allowed to extend for up to 2 hours after 23.00			
<i>Insert times for occupation by room</i>	Access at (HH.MM)	Exit at (HH.MM)	Extend until
All three rooms			
Main hall "Rowberrow Hall"			
Large meeting room "George Thiery room"			
Smaller meeting room "Star room"			

4. Facilities required by session: place X in the appropriate boxes

Extra facilities hired; (charged at a single session rate for up to 8 hours and at a daily rate for over 8 hours)			
Kitchenette: Coffee/tea only		Cold catering (with/without tea/coffee, but no use of dishwasher)	
Kitchen: Coffee/tea only		Cold catering (includes use of dishwasher)	
General use (use of dishwasher, fridges, ovens, hob, and warming cupboards)			
Crockery and Cutlery: enter number of settings	under 60	60-100	over 100
Kitchen freezer (includes use overnight before hire)			
Stage	Stage lighting	Stage screen/o'head projector	Mobile projector/screen
Equipment Free of charge	Hearing loop		Microphones and audio equipment

5. Type of event: place X in the boxes to the right if the descriptions apply

EVENT:	PRIVATE		PUBLIC *special terms apply	
Control of admittance is by:	Membership	Invitation	*Open to all	*Presold ticket
	Other(specify)		*Tickets at the door	
Licence information must be supplied	Alcohol will be sold		Live or recorded music will be played	
	Draught beers/cider included (hire of Star room required for time bar is set up)			
Alcohol may not be supplied on the premises without prior written consent.				

6. Purpose of hire: place X in the boxes to the right that describe you event

Regular meeting	Children's party	Quiz	Conference
Committee meeting	Wedding celebration	Adult party	Stage production
Dance	Anniversary celebration	Concert	Commercial
Other: give details			