



LANNER & DISTRICT SILVER BAND



Application for the hire of: Lanner Band Centre

To be completed by the Booking Co-ordinator / Applicant / Person responsible for the payment of charges in respect of the hire.

The Hirer

Name of Applicant	
Society / Organisation	
Contact Address	
Telephone number (daytime)	
Telephone number (evenings)	
E-mail Address	
Public Liability Insurance (Quote Company and Policy Number(if applicable)	

Details of Hire

Area of Premises to be hired	
Date(s) of proposed hiring	
Times(s) of proposed hiring	
Will access be required outside these times (e.g. to set-up or pack up)? You will be charged for these times	Yes / No When?
Purpose of Hire	
Number of adults expected to attend	
Number of children (under 16) expected to attend. Hirer must attach Child Protection Policy (as appropriate)	
Will catering facilities be required?	Yes / No
What other facilities will be required?	
Will there be music and dancing?	Yes / No
Will alcohol be served / consumed?	Yes / No
Is an admission fee to be charged?	Yes / No
To what purpose will the proceeds be devoted?	
Will the proposed function be advertised and, if so, in what manner?	



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The Hirer must not indicate or imply, in any way, that the event is endorsed by Lanner and District Silver Band in any advertisements.

Agreed charges £

Declaration

I hereby make application for the use of the accommodation and facilities stated above and, upon application being granted, I undertake to pay, in advance the full amount payable and will comply with the terms and conditions and user information sheet. If I cancel my event more than 7 days prior to the event I will get a full refund. If I cancel within 7 days of the event I will only receive 50% of the hire charge.

I declare that I am over 18 years of age.

Signature of applicant.....

Date.....

Print Name.....



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Confirmation of booking to be completed by the booking coordinator or deputy (copy to be sent to applicant on receipt of payment).

I agree to the hiring of the (please state area of premises to be hired)

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Date of hire.....

Time of hire.....

To the applicant as detailed above based on the provision of the Terms and Conditions.

Signature of booking coordinator or deputy.....

Print name.....

Date.....