**HIRE OF PREMISES AND FACILITIES - BOOKING ENQUIRY FORM**

**Name of Organisation/Individual** …..………………………………………………………………..

Person responsible …………………………………………………………………………………………………

Address for invoice .. .…………………………………………………………………………………………………………...

…………….…………………………………………………………………………………………………………..

Telephone Number: Daytime ……………………………… Evening ……..…………………………….

E-mail ……………..…………………………………...

**Please note that the time you have booked is the entire time allocated to you. If your session runs from 1pm-2pm, but you require fifteen minutes before and after the session to set up and pack away, your booking form must state that you require the room from 12.45pm-2.15pm. Victoria Hall has a very busy programme of room hires and events, and in the interests of fairness, any hirer turning up before their booked time will be asked to wait until their room is available and ready for them.**

**Event for which the booking is required ……**……………………………………………………

Date(s) and time(s) required …………………………………………………………………………………………………….

**Rooms required**

*Induction Loop Service is available for hearing-aid wearers. There is a lift to the 1st Floor Rooms.*

**Ground Floor rooms:** Ribble (*seats 10) …………………*  Scaleber (*seats 25) …………….……………..*

**1st Floor rooms:** Castleberg *(seats 30) ………….….* Attermire *(seats 10) .………………………….*

**The Main Hall:** Body of Main Hall *(seats 166)…..…….* Balcony *(seats 68) ……...….* Stage *…………….*

**Kitchen:** Facilities for making tea/coffee/cold snacks ………….…

 Full catering/buffet meals, etc ….……………

 Use of oven…………………….

**Furniture required**

*Please insert number(s) required as appropriate, and attach a diagram of room layout as required*

 6' tables (max 20) …………. Removable chairs

 (ground floor - max 170) …………….

 5' tables (max 6) ………….

 Small square tables Fixed chairs (balcony - 70) …...……….....

 (max 12) ………….

*High-quality sound and projection equipment are available. Please discuss all your requirements with the Administrator. Use of any Victoria Hall equipment, and the plugging-in of any electrical equipment of your own,* ***must be agreed beforehand with Victoria Hall staff. Attempting to use or adjust any Victoria Hall audio-visual equipment, including all on-stage and lighting booth equipment, without explicit permission to do so will result in the cancellation of your booking, and you may be liable for a technician’s fee to reset any adjusted or damaged equipment****.*

**Caretaking** *This is essential if you expect to be unable to clear the premises by 10.30pm.*

Required after 10.30pm until ………………………

**Agreed fee per session**…………………………………………….

**Undertaking by Hirer**

*I have read and understood Settle Victoria Hall Limited's current Conditions of Hire of Premises and Facilities as supplied to me with this form, and undertake that I/my organisation will abide by them.*

*Signed on behalf of individual applicant / applying organisation*

*Signature ……………………………………………………………… Date …………………………………*

*Name in capitals ………………………………………………………*

**Please note: in the unlikely event of Victoria Hall having to cancel or reschedule a room booking, we will make every effort to find a mutually agreed and convenient alternative date or venue for your event. Please be aware, however, that this may not always be possible. Your booking is not confirmed until confirmed in writing by Settle Victoria Hall on receipt of this form.**