



APPLICATION TO HIRE HALL & FACILITIES

GAA600-16

Name of the Hirer: _____ Tel: _____
 Principal contact: _____ Tel: _____
 Address: _____ Email: _____

HIRE DETAILS		* ALL TIMES MUST INCLUDE SETTING UP AND CLEARING AWAY	
Date of Hire: _____	START TIME * _____	FINISH TIME * _____	_____
Type of Function: _____	Attendance: _____	(Number of people attending)	

AREAS Required (please tick all applicable, please note you will not be granted access to the areas not ticked)

<input type="checkbox"/> MAIN HALL	<input type="checkbox"/> SMALL EVENTS	<input type="checkbox"/> DRESSING ROOM	<input type="checkbox"/> OTHER (please state)
<input type="checkbox"/> STAGE	<input type="checkbox"/> KITCHEN	<input type="checkbox"/> BAR / LOUNGE	_____

OPTIONS Required (please tick all applicable)

<input type="checkbox"/> TABLES / CHAIRS	<input type="checkbox"/> PAY BAR	<input type="checkbox"/> STAGE DRAPES	<input type="checkbox"/> BASIC PA SYSTEM
<input type="checkbox"/> SETUP SERVICE	<input type="checkbox"/> BAR STAFF	<input type="checkbox"/> STAGE LIGHTING	<input type="checkbox"/> FULL PA SYSTEM
<input type="checkbox"/> SETDOWN SERVICE	<input type="checkbox"/> CORKAGE	<input type="checkbox"/> PROJECTOR/SCREEN	<input type="checkbox"/> OTHER (please state)

IF YOU REQUIRE ANY OTHER FACILITY (please specify): _____

PLEASE ANSWER ALL THE FOLLOWING QUESTIONS	IF 'YES' PLEASE GIVE DETAILS
Will there be Music ? <input type="checkbox"/> YES <input type="checkbox"/> NO	_____ live band/disco ?
Will you decorate any area ? <input type="checkbox"/> YES <input type="checkbox"/> NO	_____ specify type and areas
Will alcohol be served ? <input type="checkbox"/> YES <input type="checkbox"/> NO	_____ how, our pay bar or own?
Bar may be opened unless specified ? _____	_____ Instruction / times
Who if any, will provide the catering ? _____	_____ name, company
Any other relevant details, please specify: _____	_____

Booking Notes: _____

Please be aware You are responsible for any third party that You engage for the Event, have their own Public Liability and Employer's Liability Insurance covering their potential liability arising from their participation in the Event.
 Please tick to indicate you have understood this. **YES** The above named will is responsible for the event booked.
 (We advise all hirers to insure events, you can obtain various cover via your insurance broker or by online search.)

DECLARATION
 By signing this application, I have read, understood and agree to comply with the Terms and Conditions of Hire

APPLICANT
 Signed: _____ Print Name: _____ Date: _____

PAYMENT DETAILS

Bank Transfer Details:
 Bank: **Barclays** Account Name: **GAA London**
 Sort code: **20-72-17** Account No. **13416631**
 Please put your surname and date of hire as the

Please make **cheques** payable to: '**GAA London**'
 Please write the date of booking and ref No shown above on the reverse side and send to:
Kenton Hall, John Billam Sports Ground, Woodcock Hill, Harrow, HA3 0PQ.
 (Please do **NOT** send by Recorded Delivery)