

# KENTON HALL

John Billam Sports Ground, Woodcock Hill, Kenton, Harrow, HA3 0PQ  
GAA London Registered Charity No. 265170 [www.kentonhall.co.uk](http://www.kentonhall.co.uk)



## APPLICATION TO HIRE HALL FACILITIES

GAA600-11

Name of the Hirer: \_\_\_\_\_ Tel: \_\_\_\_\_  
Principal contact: \_\_\_\_\_ Tel: \_\_\_\_\_  
Address: \_\_\_\_\_ Email: \_\_\_\_\_

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

MAIN HALL       SMALL EVENTS       BAR / LOUNGE       OTHER *(please state)*  
 FOYER       KITCHEN

### Facilities Required *(please tick all applicable)*

STAGE       TABLES / CHAIRS       PROJECTOR/SCREEN       LICENSED BAR  
 GREEN ROOM       SETUP / SETDOWN       BASIC PA SYSTEM       STAGE LIGHTING  
 CAR PARK STAFF       CATERING       FULL PA SYSTEM       OTHER *(please state)*

IF YOU REQUIRE ANY OTHER FACILITY *(please specify)*: \_\_\_\_\_

### SINGLE HIRE

\* ALL TIMES MUST INCLUDE SETTING UP AND CLEARING AWAY

Date of Hire: \_\_\_\_\_ START TIME \* \_\_\_\_\_ FINISH TIME \* \_\_\_\_\_

Type of Function: \_\_\_\_\_ Attendance: \_\_\_\_\_ *(Number of people attending)*

PLEASE ANSWER ALL THE FOLLOWING QUESTIONS

IF 'YES' PLEASE GIVE DETAILS

Will there be Music ?  YES  NO \_\_\_\_\_ *live band/disco ?*  
Will you decorate any area ?  YES  NO \_\_\_\_\_ *specify type and areas*  
Will alcohol be served ?  YES  NO \_\_\_\_\_ *how, GAAL bar or other?*  
Bar will 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 agree to comply with and have read and understood the Terms and Conditions of Hire

APPLICANT

Signed: \_\_\_\_\_ Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Please return completed form in person or by post to: **GAA Kenton Hall, Woodcock Hill, Kenton, Harrow, Middlesex, HA3 0PQ**

Please make all cheques payable to: 'GAA London'