



## APPLICATION TO HIRE HALL & FACILITIES

GAA600-22

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)

MAIN HALL       SMALL EVENTS       DRESSING ROOM       OTHER (please state)  
 STAGE       KITCHEN       BAR / LOUNGE

### OPTIONS Required

(please tick all applicable)

TABLES / CHAIRS       CORKAGE       HALL MOOD LIGHTS       FULL PA SYSTEM  
 SETUP SERVICE       BAR STAFF       STAGE LIGHTING       PRO PA (DJ only)  
 SETDOWN SERVICE       PAY BAR (REQUEST)       DISPLAY SCREENS       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 ?  YES  NO \_\_\_\_\_ live band/disco ?

Will you decorate any area ?  YES  NO \_\_\_\_\_ specify type and areas

Will alcohol be served ?  YES  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.**

We instruct all hirers they must insure this event (you can obtain various cover via your insurance broker or by online search).

Please tick to indicate you have understood this.  **YES** The above named will is responsible for the event booked.

### 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: **20-72-33** Account No. **13416631**

Please put your surname and date of hire as the reference.