



## APPLICATION TO HIRE HALL & FACILITIES

GAA600-18ii

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       PAY BAR       HALL MOOD LIGHTS       BASIC PA SYSTEM  
 SETUP SERVICE       BAR STAFF       STAGE LIGHTING       PRO PA SYSTEM  
 SETDOWN SERVICE       CORKAGE       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.  
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: 20-72-33 Account No. 13416631

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