

**RHIWBINA MEMORIAL HALL AND COMMUNITY ASSOCIATION - CHARITY NO.1161074
APPLICATION FORM FOR HIRE OF ACCOMMODATION AND EQUIPMENT**

Please return to: **The Booking Secretary, Rhiwbina Memorial Hall, 1 Lon Ucha, Rhiwbina
Cardiff CF14 6HL.** Cheques made payable to Rhiwbina Memorial Hall and Community Association.

The Hall's contact is : **Carol Davies**, Booking Secretary, 07508 985 688, email : bookings@rhiwbina Memorial Hall.org.uk

1. Purpose of Hire: What rooms do you wish to hire and for what purpose?

2. Date and Time: Please tell us when you want to hire our facilities. Booking times must start and finish on the hour, half hour or quarter hour. Time for setting up & taking away must be allowed for in your booked time.

Complete either (a) or (b). If you are making a block booking and it is not for every week at the same time, please state your additional requirements in detail. Give dates in the form eg Monday 4/7/2015

(a) *Either a single booking:* From (time).....am/pm toam/pm
on (day and date dd/mm/yyyy)

(b) *Or block bookings:* From (time)..... am/pm to..... am /pm

Commencing on day and date: and thereafter at the same time and day every week, or if not weekly please give details:

3. Equipment and other facilities. Please state what other equipment and facilities you wish to hire
.....

4. Your details

Name in Block Capitals Tel No.....

Email address

Website

Address

Town Post Code

Company, Society or Association (if applicable)

Regular Hirers : include details on Hall website ? <i>(please tick as appropriate)</i>	Yes, please !	
	No thanks	

5. Please confirm you have read the Conditions of Hire, and agree to abide by them. You undertake to pay all royalties, entertainment tax or other fees payable in respect of the use of the premises, if they are not already covered by the premises licences. If you wish to use the Hall's alcohol licence, you confirm you have read and signed the licence declaration form. You must leave the areas you have hired in a clean, safe and tidy state and you must remove all rubbish including food and bottles. Please do not attach anything to the walls other than with clean Blutak.

Signed Date

Thank you. Please ring 2 days prior to your event to arrange to collect the keys.

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DATES WHEN MY ACTIVITY WILL NOT BE USING THE HALL

September

Half term in October

Christmas and New Year

February half term

Easter

May half term

Any other holidays

Please complete the above and return with the booking form.