



APPLICATION TO HIRE HALL & FACILITIES

GAA600-15

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 STAGE DRAPES BASIC PA SYSTEM
 SETUP SERVICE BAR STAFF EFFECTS LIGHTING FULL PA SYSTEM
 SETDOWN SERVICE CORKAGE PROJECTOR/SCREEN 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: **20-72-17** 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)