

KENTON HALL

John Billam Sports Ground, Woodcock Hill, Kenton, Harrow, HA3 0PQ
GAA London Registered Charity No. 265170 www.kentonhall.co.uk



APPLICATION TO HIRE HALL FACILITIES

GAA500-7

Name of the Hirer: _____ Tel: _____

Principal contact: _____ Tel: _____

Address: _____

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

- | | | | |
|---------------------------------------|---|---|------------------------------------|
| <input type="checkbox"/> MAIN HALL | <input type="checkbox"/> SMALL EVENTS | <input type="checkbox"/> COMMITTEE ROOM | <input type="checkbox"/> LIBRARY |
| <input type="checkbox"/> FOYER | <input type="checkbox"/> KITCHEN | <input type="checkbox"/> MEETING ROOM | <input type="checkbox"/> CLASSROOM |
| <input type="checkbox"/> BAR / LOUNGE | <input type="checkbox"/> LARGE MEETING ROOM | | |

Facilities Required (please tick all applicable)

- | | | | |
|------------------------------------|--|---|---------------------------------------|
| <input type="checkbox"/> STAGE | <input type="checkbox"/> TABLES / CHAIRS | <input type="checkbox"/> GREEN ROOM | <input type="checkbox"/> LICENSED BAR |
| <input type="checkbox"/> PA SYSTEM | <input type="checkbox"/> SETUP | <input type="checkbox"/> CAR PARK STAFF | <input type="checkbox"/> CATERING |

DO 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 that it is your responsibility to provide Public Liability insurance for your guests.
please tick to indicate you have understood this. YES I will be responsible for any public liability claims
(You can obtain Single event public liability insurance 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 to: **GAA London, 144 Princes Ave, Kingsbury, London, NW9 9JE**

Please make all cheques payable to: 'GAA London'