

**Baswich Community Hall**  
**Application for Hire of Premises**

PLEASE FULLY COMPLETE THIS FORM AND RETURN IT TO :  
PARISH OFFICE, HOLY TRINITY CHURCH, BASWICH LANE, STAFFORD, ST17 0BY  
The Office is open from 10 a.m. to 1pm, Mon to Fri, or you can post it to the above address.

**DETAILS OF THE APPLICANT**

**Full name**.....

**Address**.....

.....

**Post code**.....

**Telephone number**.....

**Mobile number**.....

**e-mail**.....

**HIRING**

**ALL CHEQUES SHOULD BE MADE PAYABLE TO "BERKSWICH PARISH HALL"**

**I wish to hire** (please clearly indicate which is your choice)

- Whole premises .....
- Hall .....
- Meeting Room .....
- Committee Room .....
- Kitchen .....

**Day and Date** : .....

**Times** (Please remember to include time for setting-up and clearing away)

.....

**Purpose of hire:** (Please choose From the list below or give a clear description)

.....

<b><u>To be completed by Administrator:</u></b>		
<b>Date Payment Received:</b>	<b>Cash / Chq*</b>	<b>Payment Amount Taken: £</b>
<b>Date Deposit Taken:</b>	<b>Cash only</b>	<b>Date Deposit Returned:</b>
<b>Date Key Given:</b>	<b>Key No.:</b>	<b>Date Key Returned:</b>
<small>* ARE CHEQUES MADE PAYABLE TO "BERKSWICH PARISH HALL"?      YES / NO</small>		

List of permitted reasons for hire

- Children’s party (children aged under 10 years)
- Young Persons’ Party (young people aged 10 to 17 years) See below.
- Adult Party (aged 18 years or over)
- Wedding Anniversary or Reception
- Baptism Party
- Funeral Reception
- Dance (please state type)
- Other ( please give clear description)  
NB “Adult entertainment” is not permitted.

Will a **Disco** be provided at the function? YES / NO

**Maximum number of people** who will attend .....

Will the function continue beyond **11.30 p.m.**? YES / NO

Will **alcohol** be sold at the function? YES / NO

**NB** This includes tickets or other items purchased for exchange for alcoholic drinks.  
Please look carefully at the restrictions on licences to sell alcohol to be found in the  
Conditions of Hire (clause 21 in particular).

For a children’s and young persons’ party, please give the names and addresses of two  
people over the age of 25 years who will act as guarantors of good behaviour and who will  
remain on the premises at all times throughout the party.

**Person 1**

Full Name.....

Address.....

.....

Telephone number.....

**Person 2**

Full name.....

Address.....

.....

Telephone number.....

## **DECLARATION**

I declare that I have read and fully understood and accept the conditions of hire and that the information I have provided is true and accurate to the best of my knowledge and belief.

I understand that it is an offence to permit smoking on the premises

I will abide by the requirements of the Licensing Laws

I agree to put right any damage or loss caused at my function

I agree to pay a Cash Deposit of £50

Under those terms and conditions I wish to apply to use Berkswich Community Hall as per my application detailed above.

Signed.....

Date.....

**Rates of Hire (Per whole or part hour at any time)**  
These rates will be reviewed annually in January

<b>Whole Hall (Excluding Baswich Room)</b>	<b>£20.00</b>
<b>Hall</b>	<b>£12.00</b>
<b>Kitchen</b>	<b>£8.50</b>
<b>Baswich Room</b>	
<b>(a) Meeting Room only; or</b>	<b>£9.00</b>
<b>(b) Conference Facility (Use of state of the art audio visual equipment, Including broadband)</b>	<b>£25.00</b>

**For Conferences, we can provide catering for a buffet lunch,  
if required, for an additional cost of £15 per person**

**THANK YOU FOR YOUR APPLICATION**

**Registered Charity Number: 1133076**