

**DOLTON & DOWLAND VILLAGE HALL COMMITTEE**  
**Registered Charity № 300816**

**APPLICATION FOR HIRE OF PREMISES**

**Name of person or organization proposing to hire** .....

**Postal address** .....  
 ..... (Post code .....)

**Telephone number** ..... (Mobile .....)

**Email address** .....

I/We apply to the Dolton & Dowland Village Hall Committee to hire the following part(s) of the Village Hall ("the Premises Hired") for the following period(s) ("the Hiring"):-

Premises required	Date required	Starting*	Ending*	Type of event
Main hall				
Small hall/committee room				
Kitchen				

*\*Please insert times required: use the 24-hour clock and allow enough time to prepare for the proposed event (eg, for decorations, laying out furniture and/or setting the stage) and for clearing up afterwards.*

I/We have read and understood the Committee's Standard Conditions of Hire,\*\* which we agree would govern the Hiring, and we agree to pay for the Hiring a fee of £....., [of which a deposit of £..... is paid on the signing hereof] (*delete if appropriate*).

I/We have read and understood the current Fire Risk Assessment for the Village Hall (incorporated in the Standard Conditions of Hire) and acknowledge receipt of information concerning the fire alarm and the resetting procedure in the event of false activation.

Is alcoholic liquor proposed to be sold or supplied in the Premises Hired during the Hiring? YES/NO (*delete as appropriate*).

If "YES", the individual (if not the applicant) proposed to be the premises user (or equivalent responsible person under any legislation regulating the sale or supply of alcoholic liquor), is—

Name .....

Postal address .....  
 ..... (Post code .....)

Telephone number ..... (Mobile .....)

.....  
 (Proposed hirer (or representative))

Dated ..... 20 .....

*\*\*A copy may be had free of charge from the secretary to the Committee (or go to [www.dolton.org.uk](http://www.dolton.org.uk) and follow the link to "Dolton & Dowland Village Hall").*

*Accepted as a booking [a deposit of £..... having been paid] (*delete if appropriate*).*

.....  
 (Agent of the Committee)

Dated ..... 20 .....

**The telephone number for any report to the Agent (Conditions 14 and 15) is 01805 804 .....**