



St Patrick's Church  
30 Park Lane  
Corsham  
Wiltshire  
SN13 9LG

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<http://www.stpatricks-corsham.org.uk>

## **St Patrick's Church Hall Corsham**

### **Application for Hire**

**Date(s) of Let:** \_\_\_\_\_

**Purpose of Let:** \_\_\_\_\_

**Time of hire:** from \_\_\_\_\_ to \_\_\_\_\_ number of hours \_\_\_\_\_

N.B. Please include time required for setting up and taking down equipment.

**Name of Organisation** (if applicable): \_\_\_\_\_

**Name of Hirer:** \_\_\_\_\_

**Address:** \_\_\_\_\_

\_\_\_\_\_

**Telephone:** Home \_\_\_\_\_ Work \_\_\_\_\_

Mobile \_\_\_\_\_

**Email Address:** \_\_\_\_\_

### **Requirements** (please tick)

Main Hall

Kitchen

Number of chairs reqd: \_\_\_\_\_ Number of tables reqd: \_\_\_\_\_

**Will alcohol be consumed?** YES/NO

**Will alcohol be sold?** YES/NO

**Will food be prepared on the premises?** YES/NO

**Will recorded music be played?** YES/NO

**Will live music be performed?** YES/NO

**Will there be an admission charge?** YES/NO

**Will electrical equipment other than provided by the Hall Committee be used?**  
YES/NO

(If yes please provide details) \_\_\_\_\_

\_\_\_\_\_

N.B. All electrical equipment must have been PAT (Portable Appliance Testing) tested. Dates of tests may be sought. Any portable electrical equipment used must use RCD (Residual Current Device)

**Please provide details of stewarding and admission control:**

\_\_\_\_\_

\_\_\_\_\_

### **Declaration**

I confirm I am over the age of 21, have read and understood the conditions of hire and agree to accept them. I agree to adhere to any statutory requirements relating to the booking such as obtaining appropriate licenses and/or permissions, carrying out risk assessments in relation to activities and obtaining insurance if required. I agree to leave the hall in a clean and tidy condition and to pay for any damage, breakages or associated costs.

I have read and understand the Emergency Action Plan and Health & Safety Policy and accept full responsibility for the health and safety of those using the premises during the hire period.

Please note that the St Patrick's Church Hall Committee will not accept liability for any accidents or occurrences beyond its control.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_