

Name			
Postal Address			
Phone/Mobile			
Email			
Description of Activity/Purpose of Hire			
Maximum number of people attending		Are there children under 18 or any vulnerable adults in your group?	
Will you be consuming, serving or selling alcohol? If so, please state which.		Will you be serving food?	

Please remember to include preparation and clearing up in your times

Date of Hire	Time from	Time to

Facilities Required (please tick)			
Hall		Snooker Room	
Meeting Room (Green Room)		Commercial Hire of all rooms	
Kitchen			

ACCEPTANCE OF CONDITIONS OF HIRE

I, the Hirer, am over 21 years of age and have read and agree to the Terms & Conditions of hire.
I, the Hirer, have read and understood the Fire Evacuation guidelines.
I also understand that, should I want to terminate my booking, I need to provide the Clerk with one month's notice or one month's payment if cancellation is from immediate effect.

Name	Signature	Date

If you have any special requirements or would like to provide more information, please use the Continuation Sheet. Please return this form to the Clerk (contact details below).

THE HALLATON & ISABELLA STENNING TRUST (Charity No.216115)

The Stenning Hall, Horn Lane, Hallaton, Market Harborough LE16 8UG

Tel: 07399 326889 • **Email:** info@hallatontrust.org.uk • **Website:** www.hallatontrust.org.uk

Continuation Sheet

Please feel free to use this sheet to mention any special requirements or requests which you may have, or to provide further details of your event (eg sole use of building, use of stage, lighting, or sound system, storage facilities if available, electronic keyboard, other – please specify).

Privacy Policy: These contact details will be held on our files. The information is confidential and will not be shared with anyone outside the Hallaton & Isabella Stenning Trust. If you do not wish us to retain these details or would like a copy of the Trust's Privacy Policy, please contact the Clerk.

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