

Appleby-in-Westmorland Public Hall Booking Form

When completed please sign to indicate that the hire conditions have been read and agreed and return for the attention of the Clerk:

By hand to Appleby Tourist Information Centre

By post c/o Moot Hall, Appleby-in-Westmorland, Cumbria CA16 6YB

Details of Hirer

Name of Hirer: (or Representative)	
Organisation: (if applicable)	
Postal Address: (for invoicing purposes)	
Email Address:	
Daytime Telephone:	
Evening Telephone:	
Mobile:	

Booking Details

Date of Function	
Name of Function (if applicable)	
Time of Function (from – to) (including details of setting-up times)	
Room/s Required (e.g. Main Hall, Supper Room) If booking Main Hall do you require use of downstairs kitchen?	

Tables/Chairs required? Arrangement of furniture?	
Do you wish us to arrange for the piano to be tuned? (Note: access can be arranged for a piano tuner – he will invoice you direct for this service (£50))	Yes / No
Private function?	Yes / No
Do you wish to hire Screen & Projector ? (Supper Room Only) (£30.00 per single use £60.00 for local groups per annum.)	Yes / No
Tickets for Sale Information:	
Any Other requirements? e.g. access to additional staging	

Bar Requirements

If you wish to have a bar as part of your booking, please contact the Licensee direct, Yvonne Collins, Bojangles, 10 Bridge Street, Appleby in Westmorland, Cumbria, CA16 6QH or tel. 017683 52662

Payment

All bookings must be paid for in advance of the event taking place. Please make cheques payable to "Appleby Town Council". Electronic payment to Barclays Bank, Account Name: Appleby Town Council, Sort Code: 20-66-97, Account Number: 40123862, please quote invoice number as reference.

Publicity

Please note that, unless you tell us otherwise, information about your event may be posted on our website and promoted via social media. Personal information and contact details will not be given. If your event is a private function it will not be advertised.

Please forward any promotional material and/or posters to admin@applebytown.org.uk or deliver to the Tourist Information Centre.