

Corbridge Parish Hall

St Helen's Street, Corbridge, Northumberland NE45 5BE

Telephone: 01661 852277 Email: corbridge@ukpc.net

APPLICATION FOR HIRE OF CORBRIDGE PARISH HALL

Payment is required 7 days before event.

Name:

Organisation (if different from above)
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Address:

Postcode:	Telephone	Email address
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Facilities requested for hire:	a) Main Hall with/without kitchen	(max no 160)	
	b) Room One with/without kitchen	(max no 35)	
	c) Mearns Room with/without kitchen	(max no 35)	
	d) Tables and/or chairs	Number	
	e) Sound/PA system	Y/N	
		If Y, please complete additional form	

Type of function	Number of people
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Date(s) required	Time from:	to:
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Any other details or requests:

I confirm that I am over 21 years of age and I have read and understood the Rules and Conditions of Hire and the Health and Safety Policy. I agree to abide by them while hiring the facilities and will leave the premises as found: this includes leaving the premises and surrounds in a clean and tidy condition, returning any items moved from their usual place and removing rubbish accumulated during the event.

Signed:	Date:
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Name (printed):

Should you experience any problems, please write to us so that all matters can be dealt with promptly.

Clerk to the Council: Mrs Mandy Senior
7 Stonecroft, Horsley, Newcastle upon Tyne, NE15 0AF

NOTE: This booking is NOT confirmed until the booking form has been received and any arrangements made prior to this are at your own risk.

Signed on behalf of the Parish Hall.....Date.....

Office Use: CODE: R/H AMOUNT: PAID: Y/N/INVOICE CONFIRMATION SENT: Y/N

ENTERED INTO: PARISH HALL DIARY: Y/N ONLINE DIARY: Y/N CARETAKER ADVISED: Y/N