**APPLICATION FOR HIRE OF**

**HOLLIES HALL / ARNCLIFFE SPORTS AND COMMUNITY CENTRE**

**(Delete as appropriate)**

NAME/ORGANISATION.………………………………… ………………………………………..

ADDRESS:……………………………………………………………………………………………

……………………………………………………..……......................................................................

ARE YOU A REGISTERED CHARITY?..................................CHARITY NUMBER.......................

TEL.NO: ……………..………………...EMAIL........................................................................

NATURE OF FUNCTION:…………………………………..…….. DATE: ……..………………………...

PERIOD OF RENTAL: From ………………………AM / PM To…………………..……AM/ PM

NUMBER OF PERSONS: Day ………………………..…. Evening …………….……….

IS BAR REQUIRED? YES / NO

IS CATERING BEING SUPLIED? YES / NO .– SEE OVERLEAF

**IMPORTANT: Please ensure that you read the Terms and Conditions before agreeing to a contract of hire, with particular reference to the following:-**

* **To ensure that the premises are legally emptied twenty minutes after the licensed closure time of midnight, last orders will commence at 11:20 p.m, the licensee/duty manager having the sole discretion to close the bar when they deem necessary after this time; the bar will close at 10.30pm on Sundays.**
* **The Town Council must be contacted 14 days prior to the date of any hiring to confirm the final arrangements for the function and is under no obligation to accept any booking.**
* **No bookings will be accepted from individuals, (or organising groups), who are under 18 years of age.**

I have read and accept the Terms and Conditions of Hire which, together with this application, shall form a legally binding contract and have noted the Town Council’s Privacy Policy.

The sum of £ …………………… being a deposit of the booking charge is enclosed.

The balance of the hire charge must be paid, at least 14 days before the function.

Cheques should be made payable to "Halewood Town Council". Provisional applications will be kept in open for one week, unless otherwise agreed.

**Date: ………………………………………… Signed: ………………………………………..………**

*The Town Council reserves the right at its absolute discretion, to refuse bookings where it is considered that the purpose of the booking is contrary to the interest of the Town Council or that the booking could cause adverse publicity for the Town Council.*

FOR OFFICE USE ONLY: Deposit Paid: £……………Receipt No: ……………… Balance Due: ……………………….

Copy to Centre: …………………….

**HALEWOOD TOWN COUNCIL CATERING**

The Town Council offers two standard buffet menus plus hot options as detailed below but would welcome the opportunity to design a bespoke menu for your occasions. Please ask a member of staff for details.

|  |  |
| --- | --- |
| **GOLD BUFFET MENU** | **SILVER BUFFET MENU** |
| *Fresh Dressed salmon*  Three assorted meat platters  *Rolls & Butter*  *Hot Bacon ribs*  *Hot new potatoes*  *Assorted sandwich platters*  *(cheese and onion, red salmon, egg mayonnaise)*  *Assorted Quiche*  *Salad bowls*  *Cheese board & crackers*  *Assorted cakes* | Two assorted meat platters  *Rolls & Butter*  *Pork Pies & Sausage Rolls*  *Assorted sandwich platters*  *(cheese and onion, red salmon, egg mayonnaise)*  *Assorted Quiche*  *Assorted wraps*  *Salad bowls*  *Cheese board & crackers*  *Assorted desserts*  *(Gateaux & Apple pie with cream)* |
| **Cost £7 per head + VAT** | **Cost £5 per head + VAT** |
| **HOT OPTIONS**  **Cost £3 per head + VAT** | |

Chosen Buffet Menu A or B.......................

Number of covers................ Number of tables.......................

(min 50 persons)

**OUR PRODUCE MAY CONTAIN ALLERGENIC INGREDIENTS**

Are there any special dietary requirements? ....................................................

Are HTC linen table cloths required? YES / NO

*Laundry charges of £4.00 per cloth apply.*

Any other relevant information.....................................................................

*.......................................................................................................................*

**NAME AND ADDRESS OF OWN CATERER (if applicable)**

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