

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
Tickets for Sale Information:	
Any Other requirements? e.g. access to additional staging	

Bar Requirements

Please note that if you wish to operate a bar in association with your booking, please contact the Public Hall Licence holder, Mrs Sandra Counter, The Crown & Cushion, 2 Boroughgate, Appleby-in-Westmorland, CA16 6XB. Tel: 017683 51595

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, your information about your event will be sent to CFM, Eden FM and Radio Cumbria to publicise on air and on their websites. 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.