

Email this form to:
book.otford.hall@gmail.com



Hire Application/Agreement			
Name:			
Position/Organisation:			
Phone:		Mobile:	
Email:			
Address:			
State:		Postcode:	
Activity title:			
Activity type:	Community Support...Social...Educational...Environmental...Arts & Culture		
Activity description:			
Start time:	Start date:	Finish time:	Finish date:
Number of events:	Frequency:	One-off.....Weekly.....Monthly	
Identified community need/Target group:	Children	Seniors	People with Disabilities
	Other (please specify)		
	Free activity	Fundraiser	Private function
	Other (please specify)		
Public Liability insurance policy details:			
Special requirements:	e.g. Alcohol served, Sound amplification equipment/Contractors/Caterers to be used, Insurance required, Storage requested, Notice to book tennis court etc		
<p>I _____, the "Hirer" have read the Otford Community Hall Hirer Information & Conditions of Use and agree to be bound by the conditions stated therein.</p> <p>_____ / ____ / 20__</p> <p>Signed _____ Dated</p>			
Risk assessment completed:	YES/NO ____ / ____ / 20__	Induction completed:	YES/NO ____ / ____ / 20__
Cost of booking:		Key bond paid: YES/NO	Key number: