



VICTORIA INSTITUTE

2-4 BROOKHOUSE ROAD, CATON, LANCASTER LA2 9QT

Registered Charity No. 521068

E-mail: admin@victoria-institute.org.uk

Website: www.victoria-institute.org.uk

Telephone 01524 771733

APPLICATION FOR HIRE

Version 1 – 8th October 2018

<p>1) Applicant</p> <p>This information will only be for contact and invoice purposes</p>	<p>Organisation (if applicable): <input type="text"/></p> <p>Title: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Address: <input type="text"/></p> <p>Post code: <input type="text"/></p> <p>Telephone: <input type="text"/></p> <p>Mobile: <input type="text"/></p> <p>Email: <input type="text"/></p>														
<p>2) Purpose of hire</p>	<p><input type="text"/></p>														
<p>3) Date and time of event</p> <p>Please include any time you need for setting up the rooms and clearing away afterwards</p>	<p>Date: <input type="text"/></p> <p>From (time): <input type="text"/> To (time): <input type="text"/></p> <p>Total number of hours: <input type="text"/></p> <p><input type="checkbox"/> Regular event <input type="checkbox"/> One-off or irregular event</p> <p>Dates/frequency <input type="text"/></p> <p>eg 3/11/16, 10/11/16 or, (as an example), every third Monday from 1 September to 31 March</p>														
<p>4) Requirements & rates</p> <p>Discounts apply for regular users</p>	<table border="0"> <thead> <tr> <th>Room</th> <th>Rate</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/> Main Hall</td> <td>£17.00 per hour</td> </tr> <tr> <td><input type="checkbox"/> Sir Thomas Storey Room</td> <td>£13.00 per hour</td> </tr> <tr> <td><input type="checkbox"/> Victoria Room</td> <td>£13.00 per hour</td> </tr> <tr> <td><input type="checkbox"/> Cottam Room</td> <td>£ 9.00 per hour</td> </tr> <tr> <td><input type="checkbox"/> Kitchen</td> <td>£5 to £50 per session</td> </tr> <tr> <td><input type="checkbox"/> Whole Building</td> <td>£40.00 per hour (please tick kitchen if required)</td> </tr> </tbody> </table>	Room	Rate	<input type="checkbox"/> Main Hall	£17.00 per hour	<input type="checkbox"/> Sir Thomas Storey Room	£13.00 per hour	<input type="checkbox"/> Victoria Room	£13.00 per hour	<input type="checkbox"/> Cottam Room	£ 9.00 per hour	<input type="checkbox"/> Kitchen	£5 to £50 per session	<input type="checkbox"/> Whole Building	£40.00 per hour (please tick kitchen if required)
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<p>5) Guests</p>	<p>Number of guests: <input type="text"/></p>														
<p>6) Additional information</p>	<p>Other details: please indicate if any of the following apply</p> <p><input type="checkbox"/> It is intended to bring intoxicants onto the premises for own consumption without charge</p> <p><input type="checkbox"/> Licensed bar (sight of licence required)</p> <p><input type="checkbox"/> Electrical appliance(s) brought in</p> <p><input type="checkbox"/> Majority attending of expected age under 18</p> <p><input type="checkbox"/> If so, 5+ adults will supervise</p> <p>Equipment available: please indicate items required</p> <table border="0"> <tr> <td><input type="checkbox"/> Induction loop</td> <td><input type="checkbox"/> Multi-media projector</td> </tr> <tr> <td><input type="checkbox"/> Microphone(s) and loudspeaker system</td> <td><input type="checkbox"/> Projector screen</td> </tr> <tr> <td><input type="checkbox"/> Internet access</td> <td><input type="checkbox"/> DVD/CD player</td> </tr> </table> <p>Note: Users are responsible for setup and return; training is available on request</p>	<input type="checkbox"/> Induction loop	<input type="checkbox"/> Multi-media projector	<input type="checkbox"/> Microphone(s) and loudspeaker system	<input type="checkbox"/> Projector screen	<input type="checkbox"/> Internet access	<input type="checkbox"/> DVD/CD player								
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Any special requirements

DBS Number

Required for bookings involving children and vulnerable adults

Hiring Fee/Payment terms

To confirm your booking any Occasional User is required to pay in full, and in advance of the event. Regular Users will be invoiced at the end of each month and payment is due by the end of the following month. A refundable deposit of £100 against damage or any extra cleaning will be required for social events, parties, etc.

Payment

I wish to:

- Pay by cheque (please make cheque payable to 'Victoria Institute' along with this form)
- Pay by BACS

Bank Details

Victoria Institute Community Account

Account number: 60103071

Sort code: 20-47-61

I agree to abide by the conditions stipulated in the **TERMS AND CONDITIONS OF HIRE.**

Available on the Victoria Institute website:- <http://www.victoria-institute.org.uk/> or at the Victoria Institute

SIGNED:

Date:

Please complete, save and return this form to:

admin@victoria-institute.org.uk

or print and return by post to:

[The Community Support Worker, Victoria Institute, 2-4 Brookhouse Road, Caton, Lancaster, LA2 9QT](#)

Booking queries:

please contact Peter Collins, 01524 771733 between 9.30am and 3.00pm weekdays

Thanks from the Council of Management