



# 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 4 – 9<sup>th</sup> November 2020

<p><b>1) Applicant</b></p> <p><b>This information will only be for contact and invoice purposes</b></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><b>2) Purpose of hire</b></p>	<p><input type="text"/></p>												
<p><b>3) Date and time of event</b></p> <p><b>Please include any time you need for setting up the rooms and clearing away afterwards</b></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><b>4) Requirements &amp; rates</b></p> <p>(Discounts apply for regular users or large functions, please see our <b>Schedule of Charges</b> for details)</p>	<table border="0"> <thead> <tr> <th><b>Room</b></th> <th><b>Rate</b></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"/> Whole Building</td> <td>£52.00 per hour</td> </tr> </tbody> </table> <p>Please tick kitchen if required, kitchen is charged per session</p> <p>Kitchen: <input type="checkbox"/> Beverages only £5 <input type="checkbox"/> Caterers £20 <input type="checkbox"/> Full Cooking £30</p>	<b>Room</b>	<b>Rate</b>	<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"/> Whole Building	£52.00 per hour
<b>Room</b>	<b>Rate</b>												
<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"/> Whole Building	£52.00 per hour												
<p><b>5) Guests</b></p>	<p>Number of guests: <input type="text"/></p>												
<p><b>6) Additional information</b></p>	<p><b>Other details:</b> 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><b>Equipment available:</b> 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						
<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												



## VICTORIA INSTITUTE

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

Registered Charity No. 521068

E-mail: [admin@victoria-institute.org.uk](mailto:admin@victoria-institute.org.uk)

Website: [www.victoria-institute.org.uk](http://www.victoria-institute.org.uk)

Telephone 01524 771733

### Any special requirements

### DBS Number

Required for bookings involving children and vulnerable adults

### Booking, Payment & Deposits

A booking can be provisional or confirmed, and deposits and payment depend upon type of user and type of event. Please see our **Schedule of Charges** for details which can be found at <http://www.victoria-institute.org.uk/conditions-of-letting>. A printed version can be obtained from the Community Support Worker.

### 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 Charity Account

The Co-operative Bank, P.O. Box 250, Delf House, Southway, Skelmersdale, WN8 6WT

Account number: 65995765

Sort code: 08-92-99

I agree to abide by the conditions stipulated in the **TERMS AND CONDITIONS OF HIRE** and the **SPECIAL CONDITIONS OF HIRE DURING COVID-19**

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

SIGNED:

Date:

**Please complete, save and return this form to:**

**[admin@victoria-institute.org.uk](mailto: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