



# APPLICATION FOR HIRE

Version 9 – 1<sup>st</sup> July 2024

<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 style="width: 80%;" type="text"/></p> <p>Title: <input style="width: 100%;" type="text"/></p> <p>Name: <input style="width: 90%;" type="text"/></p> <p>Address: <input style="width: 95%; height: 40px;" type="text"/></p> <p>Post code: <input style="width: 150px;" type="text"/></p> <p>Telephone: <input style="width: 350px;" type="text"/></p> <p>Mobile: <input style="width: 350px;" type="text"/></p> <p>Email: <input style="width: 500px;" type="text"/></p>
<p><b>2) Purpose of hire</b></p>	<input style="width: 95%; height: 25px;" type="text"/>
<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 style="width: 200px;" type="text"/></p> <p>From (time): <input style="width: 80px;" type="text"/> To (time): <input style="width: 80px;" type="text"/></p> <p>Total number of hours: <input style="width: 100px;" type="text"/></p> <p><input type="checkbox"/> Regular event                      <input type="checkbox"/> One-off or irregular event</p> <p>Dates/frequency <input style="width: 440px;" 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 user groups)</p>	<p><b>Room</b></p> <p><input type="checkbox"/> Main Hall                                      £18 per hr</p> <p><input type="checkbox"/> Sir Thomas Storey Room                      £14 per hr</p> <p><input type="checkbox"/> Victoria Room                                      £14 per hr</p> <p><input type="checkbox"/> Cottam Room                                      £10 per hr</p> <p><input type="checkbox"/> Whole Building                                      £53 per hr</p> <p>Please tick kitchen if required, kitchen is charged per session</p> <p>Kitchen:    <input type="checkbox"/> Beverages £10                      <input type="checkbox"/> Caterers £25    <input type="checkbox"/> Full Cooking £35</p>
<p><b>5) Guests</b></p>	<p>Number of guests: <input style="width: 80px;" 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> <p><input type="checkbox"/> Induction loop                                      <input type="checkbox"/> Multi-media projector</p> <p><input type="checkbox"/> Microphone(s) and loudspeaker system                      <input type="checkbox"/> Projector screen</p> <p><input type="checkbox"/> Internet access                                      <input type="checkbox"/> DVD/CD player</p>



**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:

- Cash and card payment available at the Institute
- Pay by cheque (please make cheque payable to 'Victoria Institute' along with this form)
- Pay by BACS

**Bank Details**

Account: VI Restricted  
Account number: 65995765  
Sort code: 08-92-99

- 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/conditions-of-letting> or at the Victoria Institute

SIGNED:

Date:

**Please complete 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 Centre Manager, Victoria Institute, 2-4 Brookhouse Road, Caton, Lancaster,  
LA2 9QT**

**Booking queries:**

Please contact Peter Collins, 01524 771733

Office Hours 10:00-12:00 & 1:00-3:00 Monday & Wednesday

10:00-12:00 Tuesday & Thursday

Thanks from the Council of Management