# Longridge Social Enterprise Company Ltd

## Longridge Civic Hall

## Calder Avenue, Longridge, PR3 3HJ

**Booking Form** **Booking Line 07875 099462**

| | |
|---|---|
| Date/s Required | |
| Entry Time | Nature of Function |
| Function Start Time | |
| Exit Time | Expected No. of Attendance |
| Name of Organisation | |
| Contact Name | |
| Contact Address | |
| Contact Tel no. daytime | evening |

**IMPORTANT NOTE:**
**The hirer will be expected to pay for all hours of occupation of the building, including set up/preparation times and cleaning up at the end, right up until the building is vacated. Please, therefore, clearly identify your access time and anticipated vacation time.**

**Facilities Required:** (please tick as appropriate)

| | √ | office use only | | |
|---|---|---|---|---|
| Main Hall | | | | |
| Stage | | | | |
| Kitchen | | | | |
| Lounge | | | | |
| Backstage areas | | | | |

**Facilities at extra cost:** (please tick as appropriate)

| | √ | | | office use only |
|---|---|---|---|---|
| Bar (waived for >100 attendance) | | | | |
| Setting out chairs and tables | | no. required | | |
| Stage Lighting/Power | | tables | chairs | |
| Piano | | | | |
| Other** (please specify) | | | | |

**Plus 10% Performing Rights Fee (where applicable)** [ ]

| | |
|---|---|
| Total Payable | Deposit Payable |
| Deposit Received | Balance Payable |
| Balance Received | Retainer Required |
| Retainer Received | Retainer Returned |

**Any items/facilities required under "Other" will be by separate arrangement with the management of LSEC

**I/we hereby declare the above details to be correct and undertake to observe and comply with the conditions of letting and Emergency Action Plan procedures, copies of which I/we acknowledge to have received.**

**Signed by Hirer:** **Date:**

**Signed by LSEC:** **Date:**