



# The Institute, Kelvedon

Charity Number 272790

78 High Street  
Kelvedon,  
Essex  
CO5 9AA

## Application to hire

To be sent to: The Booking Secretary, 175 High Street, Kelvedon, Colchester CO5 9JD  
or emailed to [bookings@kelvedoninstitute.co.uk](mailto:bookings@kelvedoninstitute.co.uk)

Which hall is required?	Main Hall		Small Hall	
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### Hirer's Details

Name				
Address				
Phone Number		Mobile Number		
Email Address				
Organisation				
Named person responsible for fire safety				

### Hiring Details

Date(s) required				
Session(s) required	Morning (9am – 1.15pm)		For multiple bookings please attach list of dates required. For regular bookings a list may be in the form e.g. Friday mornings this year excluding 23rd June & 7th July	
	Afternoon (1.30pm – 5.30pm)			
	Evening (5.30pm – 12am)			
	All day			
These times include setting up and clearing away.				
Type of event	Parties and some other events may be subject to Additional Conditions.			
Is this event	Open to the public		Private	
			YES	NO
Will music be played? (see condition 14)				
Will alcohol be sold? (see condition 5)				
Do you wish to apply for a Temporary Event Notice?				
Does your organisation have Public Liability Insurance?				
Will vulnerable individuals be involved ?				
Are crockery and/or cutlery required? (these must be returned to their storage in clean and dry condition by the end of the hire period)				

### Agreement

I have read and agree to adhere to the General Conditions of Hire as set out in the separate document.  
I have also read and understood the Health and Safety policy and the Children and Vulnerable Adult policy statement from the website.

Signed		Date	
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### Office use only

Date received	
Additional information required	
Additional information received	

The information you provide will only be used in connection with your booking at The Institute. Please visit [www.kelvedoninstitute.co.uk/documents](http://www.kelvedoninstitute.co.uk/documents) for our Privacy Notice and other relevant documentation.