**The use of this Booking Form and the Conditions of Hire (on Hall website** [**www.arbuthnothall.org**](http://www.arbuthnothall.org)**) establishes a clear contract between the Management Committee and the Hirer.**

Registered charity No: 305149

|  |  |
| --- | --- |
| Name of Hirer or Organisation and Representative (hereafter known as the Hirer) |  |
| Address: |  |
| Contact Phone Numbers & email | Landline: Mobile:  Email: |
| Hirer’s Bank details to return £200.00 deposit (if required) | Account holder name:  Name of Bank:  Sort Code:  Account Number: |
| Description of Event |  |
| Date(s) required |  |
| Times Required (Please include adequate preparation and clearing away time – The Hall Manager will always be happy to advise.) | Start time: Finish time:  Total time required (hours & minutes): |
| Hire Charges:  £20 per hour (additional time charged pro-rata)  Minimum charge: £20  Maximum hire for whole day capped at £200  To secure your booking - payment is required in full one month in advance of booking.  If paying by cheque then please enclose a stamped, self-addressed envelope with this booking form.  **Please Note:** Cancellation will incur a £20  non-refundable charge. | Total Cost of hire:  Plus:  £200.00 refundable deposit for parties  This must be paid at least one month before the booking or cash payment held in trust by Hall Manager until after the event if booking less than 10 days before event. This deposit will be refunded within 14 days of the end of the period of hire provided no damage or loss has been caused to the premises and/or contents nor complaints made about noise or other disturbance during the period of the hire as a result of the hiring. |
| Shamley Green Village Hall Bank details for payment: | Account name: Shamley Green Village Hall  Bank: CAF Bank Ltd  Sort Code: 40-52-40  Account Number: 00008507 |
| Capacity:  Maximum capacity for hall is 178 standing and 107 seated | Numbers:  Seated:  Standing: |
| Music  Will you be playing live or recorded music?  If yes, you will need written permission from the Hall Manager.  Are you playing live or recorded copyright music?  If yes, check the Conditions of Hire on the Hall website <https://www.arbuthnothall.org/> to see if the Hall PRS/PPL license covers your music. In most cases it should. If not, you must obtain your own license. | Yes No  Yes No |
| Are you showing recorded and copyrighted videos or films?  Do you have a license for each film? | Yes No  Yes No |
| Will your event involve regulated entertainment not covered by the Hall’s Premises license? (on the Hall website)  If yes, you will need written permission from the Hall Manager to submit a Temporary Event Notice (TEN) to the licensing authority. The Hall Manager can confirm if a TEN is required. | Yes No |
| Have you got your own Public Liability Insurance?  If yes, please provide a copy to the Hall Manager  If no, please discuss with Hall Manager | Yes No |
| A copy of a completed and signed Risk Assessment for your event needs to be provided to the Hall Manager. A Risk Assessment template is in Appendix 1 to this form. |  |
| For events involving children and young people (under 18) or vulnerable adults, (with the exceptions of private parties), please provide a copy of your safeguarding policy or written agreement you will adhere to the Hall safeguarding policy (See Conditions of Hire and safeguarding policy on the Hall website) |  |
| Alcohol:  Is alcohol to be sold or supplied at the event?  If yes, then a license is required as the Hall is governed by the Licensing Act of 2003. Please speak to the Hall Manager about obtaining a license.  In compliance with the law, no alcohol may be provided to minors or taken out of the building during an event. Loss of your deposit may result if the above is not adhered to. | Yes No |
| I, the Hirer agree to the terms and conditions set out in this document and the Conditions of Hire which I understand are binding upon the Hirer **personally.** I am at least 25 years of age.  I confirm all the information in this document is correct. | Name:  Organisation (if appropriate)  Address:  Phone Number:  Signed:  Date: |
| Once completed either email or post your forms (and cheque and self-addressed envelope if applicable) to:  Please make cheques payable to:  “Shamley Green Village Hall” | Hall Manager: Mrs. Alison Bull,  "Sycamore", Lords Hill Common, Shamley Green, Surrey, GU5 0UZ Tel: 01483 892 254  Email: [hall.manager@arbuthnothall.org](mailto:hall.manager@arbuthnothall.org) |
| Emergency Contacts on the day: | Ali Bull – 07767 687376  Jon Watson – 07795 838829 |

**Appendix 1: Shamley Green Village Hall Risk Assessment**

**Description of Event:**

**Date and Timings:**

**Attendees:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Number of Adults**: | **Number of children (under 18**): | **Number with mobility issues**: | **Number with other disabilities (specify):** |

|  |  |  |
| --- | --- | --- |
| **Risks/Hazards\*** | **High/Med/Low Risk** | **Minimise Risk By:** |
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\* Consider Health and Safety risks including accidents, injuries, fire, damage to equipment and building; AND Safeguarding risks

\* Consider risks by area: Main hall, Bar Area, Kitchen (if using), Toilets, Other inside areas, Car park/outside area

Agree emergency procedures including for those with mobility issues and communicate to attendees. Refer to Fire evacuation procedures and the Map of exits and fire equipment in the Health and Safety Policy on the Hall website [www.arbuthnothall.org](http://www.arbuthnothall.org) . NB the First Aid Kit is in the kitchen and the Defibrillator is at the village shop.

Disclaimer: This is a specimen template. It is up to the Hirer to identify and mitigate all the potential risks associated with their event. Refer to the Hall Conditions of Hire and Health and Safety and Fire policy on the Hall website.

Signature:………………………………………………………………… Date………………………………….