

## ARBUTHNOT HALL BOOKING FORM

Registered charity No: 305149

Name of Hirer or Organisation	
Address:	
Contact Phone Numbers & email	Landline: <span style="float: right;">Mobile:</span>  Email:
Organisation/Hirers Bank details to return £200.00 deposit ( if required)	Account holder name: Name of Bank: Sort Code: Account Number:
Date required	
Times Required (Please include adequate preparation and clearing away time - Our hall manager will always be happy to advise.)	Start time: <span style="float: right;">Finish time:</span>  Total time required (hours & minutes) :
Hire Charges: £16 per hour (pro rata per quarter/half hour) Minimum charge: £16 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. <b>Please Note:</b> Cancellation will incur a £16.00 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 booking manager until after the event if booking less than 10 days before event.
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
Purpose of Use: Maximum capacity for hall is 170 (tbc) standing and 120 seated (tbc by fire officer)	
Will alcohol be consumed? If yes, please apply for a Temporary Event Notice.	Yes / No
Will you be playing recorded music? If yes, tick this box to confirm awareness of PPL license requirements. (See conditions of Hire)	

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A copy of your signed Risk Assessment for your event needs to be enclosed or emailed to the Bookings Secretary in advance of the booking date.	
A copy of your safeguarding policy may also be required for certain bookings. (See Conditions of Hire.)	
I confirm that I have read and understood the Conditions of Hire which I understand are binding upon me <b>personally</b> . I have read and understood the instructions sheet entitled Public Safety.; I am at least 25 years of age.	
Once completed either email or post your forms ( and possibly cheque and self-addressed envelope) 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  Or email to bookings to : <a href="mailto:hall.manager@arbuthnothall.org">hall.manager@arbuthnothall.org</a>
Emergency Contacts on the day:	Ali Bull Jon Watson Eppy Anderson Alistair Hilton

### Form 2: Licencing Information:

Please complete and return to the Hall Manager

Sale of alcohol  Will alcohol be served at the event?	Yes No  If no, then you will not need to complete this form.
Will alcohol be sold at the event? Will alcohol be included in the ticket price? If yes, you will need to apply to Waverley Borough Council for a Temporary Events Notice (TENS) and must be sent to the Hall Manager in advance of the event.  It must also be displayed during your event on the notice board in the entrance hall.	Yes No Yes No
Alternatively, you could ask the Hall Manager to use the Hall's own Licence, subject to availability of our Licence Holder. A charge for	

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this service would apply.	
<b>PLEASE NOTE:</b> We are governed by the Licensing Act of 2003. This requires a license for any event where alcohol is sold, or included in any ticket price. Any incorrect information given in the completing of this form will result in the forfeiture of your refundable deposit. Incompliance with the law, no alcohol may be provided to minors. Also, no alcohol may be taken out of the building during an event. Loss of deposit may result if the above is not adhered to.	
I agree to the terms and conditions set out in this document.	Name: Address: Phone Number:  Signed :  Date: