

**Coronation Hall
East Grafton
BOOKING FORM (Single event)**

Booking number
S

(Reg. Charity 305519)

NAME:

ADDRESS:
.....

TEL : EMAIL:

ON BEHALF OF: (please enter the name of the group or club if relevant)
.....

I WISH TO HIRE ON THE DATES AND TIMES AS INDICATED BELOW. Please enter any exceptional times in the OTHER column.

DATE	MORNING 08.00-13.00	AFTERNOON 13.00-18.00	EVENING 18.00-24.00	OTHER

Please tick any details below which relate to your hire of the hall. You must supply a SUPPLEMENTARY BOOKING FORM if you tick any boxes below.

Supply alcohol	Event for children	Supply of food	Commercial let	Other
*	**	**	**	

BAR TIMES (normal licensing hours): from till

I wish to hire the Hall, as stated, and agree to abide by its Conditions of Hire which I have read and understood. (available on our web site www.graftonparish.com or from the booking clerk)
 I enclose the full hiring fee (including the deposit where required) at the time of booking.
 ** I enclose a completed SUPPLEMENTARY BOOKING FORM – ADDITIONAL CONDITIONS.
 *I agree to complete the ALCOHOL STOCK SHEET prior to and after my hire.
 Your deposit will be returned to you upon receipt of the COMPLETION OF HIRE form and the Caretakers report.
 Your COMPLETION OF HIRE form should be filled in and placed in the Hall letterbox at the end of your hire. This will help us to provide the best experience possible for all those using the hall in the future.
 Any temporary decorations may only be fixed to the wall bars provided. Nothing must be nailed, pinned or otherwise attached to the oak beams or plastered walls of the hall.

Please make cheques payable to the “Coronation Hall”

Signed:

The fee required is shown on the reverse of this form – please enter the appropriate fee in the FEE PAID column. The facilities hired on this agreement are only those for which a fee/deposit has been paid at the time of booking.

PLEASE RETURN YOUR COMPLETED FORM AND YOUR REMITTANCE: By hand to the hall letterbox, by post to Hall Manager, Coronation Hall, East Grafton, Marlborough, SN8 3DB or arrange collection by email to hall@graftonparish.com

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SUPLIMENTARY BOOKING FORM – ADDITIONAL CONDITIONS.

DISCOS AND DANCES.

Number of tickets to be sold _____

Name of attending responsible adult (1) _____

Name of attending responsible adult (2) _____

Name of attending responsible adult (3) _____

Name of attending responsible adult (4) _____

I agree to abide by the Hall Function Committee NOISE VOLUME REQUIREMENTS and will endeavour to keep disturbances outside the hall to an absolute minimum.

INSURANCE REQUIREMENT FOR HIRERS INTENDING TO RAISE A PROFIT ON A COMMERCIAL (ie non charitable) basis.

I undertake to arrange my own PUBLIC LIABILITY INSURANCE for the event booking number as shown above.

Signed _____ Insurance detail _____

SUPPLY OF FOOD FOR CONSUMPTION ON THE PREMISES.

The Coronation Hall insurance covers any food consumed on the premises which have been prepared within the kitchen situated in the hall.

I undertake to arrange my own PUBLIC LIABILITY INSURANCE for food not prepared within the kitchen on the premises for the event booking number as shown above.

Signed _____ Insurance detail _____

The Hall booking clerk will be able to assist with insurance advice if required.

CRB CHECKS - required for hirers intending to supply events for children

I will undertake to ensure that the CRB checking requirements are satisfied for this hire.

Signed _____

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COMPLETION OF HIRE RECOMMENDATION/ACCIDENT REPORT

Please describe below anything which should be brought to the attention of the Hall Function Committee.

If you wish to receive a reply then please enter your email address _____

If this is completed by any one other than the hirer please enter your name below.

Please supply as much information as possible. Thankyou.

COMPLETION OF HIRE COMMENT SHEET – please circle the reply which best describes your experience and add any relevant comments which could help us in the future.

How would you describe your impression of your hiring experience in the Coronation Hall?

OVERALL CONDITION	GOOD	AVERAGE	POOR _____
CLEANLINESS	GOOD	AVERAGE	POOR _____
ACCESSABILITY	GOOD	AVERAGE	POOR _____
EQUIPMENT	GOOD	AVERAGE	POOR _____
HIRE CHARGES	GOOD VALUE	AVERAGE	EXPENSIVE _____

During this hire I estimate that the numbers using the hall were as entered below:-

Senior citizens (60 years and over)	Adults (over 18 and under 60)	Young people (15-18 years)	Children (6-14 years)	Children (0-5years)

During this hire I estimate that the numbers using the hall were as entered below:-

Disabled or incapacitated	Residents of Grafton Parish			

This form should be completed and put into the Hall letter box at the end of your hire please.

CAR PARKING

A338

ROAD THROUGH THE GREEN

STEEP BANK

GREEN CLOSE



CORONATION HALL TRACK

HEDGE

THE HALL

PLEASE USE THE CAR PARK AS INDICATED OR PARK CLOSE TO THE ROADSIDE KERB IN GREEN CLOSE BUT NOT ON THE BANKS OF THE GREEN THANK YOU.