**CORONATION HALL BOOKING FORM**

|  |  |
| --- | --- |
| Name |  |
| Address |  |
| Telephone No |  |
| Email Address |  |
| Club/Group /Charity Name/Hire Reason |  |
| Space Required | Hall |  | Meeting Room |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Date of Hire |  | Agreed Fee or Rate per Hour | £ |
| Start Time |  | Total Hours Required |  |
| End Time |  | Deposit | £ |
|  |  | Total Fee + Deposit | £ |

Please complete if any of the following are relevant – please tick and complete relevant details on next pages:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Is Alcohol to be served/sold | Served |  | Sold |  |
| Is Food to be prepared/served/sold? | Prep |  | Served |  | Sold |  |
| Young persons (under 18 years) |  |
| Dance/Disco |  |
| External equipment hire (eg bouncy castle) |  |
| Decoration of any part of Hall |  |
| Charitable/Fund Raising Event | Yes |  | No |  |
| Commercial Hire |  |
| Car parking (in excess of 32 cars) |  |

**I wish to hire Coronation Hall as stated and agree to abide by its Terms and Conditions for hire which I have read and fully understand (available from our website www.graftonparish.com or from the Booking Secretary).**

* I enclose the full fee (including deposit where required) plus any supplementary forms as required.
* I will also complete a Completion of Hire document with regard to anything that needs to be bought to the attention of the Hall Committee post hire.
* Any hire that involves a deposit will need to complete and return the Completion of Hire form.
* All payments to be made in full within 14 days of hire.
* Your deposit will be returned within 5-7 working days following hire, on agreement that the Hall has been left in a satisfactory condition (this includes the Hall, Kitchen, Toilets, etc); any breakages and necessary cleaning will be charged.
* Keycode door entry number will be provided 48 hours before hire.
* Cancellation Policy – Please note the following cancellation terms:
* Two weeks prior to event Full booking fee + deposit returned
* One week prior to event 50% of booking fee and deposit returned
* 48 hours prior to event Deposit only returned

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_

**Payment Methods (please select) – Cheques should be made payable to “East Grafton Coronation Hall”**

|  |  |  |
| --- | --- | --- |
| **Tick** | **Method** | **Instruction** |
|  | Cheque | Return with Booking Form to Booking Secretary, Coronation Hall, East Grafton |
|  | Bank Transfer | Sort Code: 30-92-63 Account No: 01216873 |
|  | Cash | Return with Booking form to Booking Secretary, Coronation Hall, East Grafton |

Once you have completed this form, please either email it back to **hall@graftonparish.com** or post it into the mailbox at Coronation Hall.

**CORONATION HALL BOOKING FORM (cont)**

**Additional Booking Conditions – please complete and sign to agree to terms (where applicable):**

1 **Alcohol**

 I understand and accept that I must abide by the terms and conditions of the Hall’s Premise License (as available on the website and on display in the Hall).

 **I understand it is an offence to SELL/SERVE alcohol to any person under the age of 18.**

 **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2 **Food**

 I understand and accept that I will be liable and responsible for any food stuff prepared – whether on or off the premises, as served during this event.

**NB:** For events using a commercial catering supplier, please confirm by signature that they have the relevant Public Liability Insurance.

 **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3 **Child/Young Persons Party – CRB Checks**

 I (the Hirer) will undertake to ensure that the CRB checking requirements are satisfied, where applicable, for this hire.

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

4 **Dance/Disco**

 As required by the Special Conditions of Hire in accordance with the Premises Licence issued under the Licensing Act 2003)

|  |
| --- |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| Yes? |  | No? |  |

 Please indicate anticipated maximum number to attend event: Are tickets to be sold for this event:

Names of attending and responsible adults and contact telephone number:

|  |  |  |
| --- | --- | --- |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |

 **I agree to abide by the Hall Function Committee NOISE VOLUME REQUIREMENTS, ie Traffic Light System, and will endeavour to keep disturbance outside the Hall to an ABSOLUTE MINIMUM.**

 **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CORONATION HALL BOOKING FORM (cont)**

5 **External Equipment Hire, eg Bouncy Castle**

 I accept that any item brought into the premises will satisfy the necessary Health and Safety and Public Liability requirements. I will also ensure that the equipment is used in a safe and responsible manner.

 **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

6 **Decoration of any part of Hall**

 I agree that any temporary decorations my only be fixed to the wall bars provided, **nothing** must be nailed, pinned or otherwise attached to the oak beams or plastered walls unless with **prior written permission from the Hall Committee**.

 **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

7 **Commercial Hire**

 I undertake to arrange my own Public Liability Insurance for the event booking. Please provide policy details:

|  |  |
| --- | --- |
| Policy Number |  |
| Effective/Expiry Date |  |

**Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

8 **Parking in Excess of 32 Cars**

 If cars exceed 32, I acknowledge the need for extra agreed parking arrangements. I agree to ensure that cars will be parked respecting the property and access of residents whose homes surround the Hall.

 **Signed**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you are unsure of any aspect of this form, please contact the Booking Secretary via email or telephone:

**hall@graftonparish.com or 01672 216115 or 07479 281809**