

# 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](http://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](mailto: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)

Please indicate anticipated maximum number to attend event:

Are tickets to be sold for this event: 

Yes?		No?	
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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 may 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**