

WELLAND PARISH HALL

Registered Charity No. 504711

BOOKING FORM¹

(revised September 2023)

(Please complete all sections in BLOCK CAPITALS)

HIRER'S DETAILS:

ORGANISATION _____

AUTHORISED REPRESENTATIVE² _____ (print name)
_____ ★(signature)

ADDRESS _____

EMAIL _____

TELEPHONE(S) _____

PURPOSE OF HIRE: _____

NUMBERS ATTENDING: _____

DATE(S) REQUIRED: _____

DURATION OF HIRE³:

FROM: _____	AM/PM _____	TO: _____	AM/PM _____
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PARTS OF THE HALL REQUIRED (tick appropriate boxes):

LARGE ROOM **SMALL ROOM** **BAR** **KITCHEN**

WILL ANY OF THE FOLLOWING BE CARRIED ON DURING THE HIRING (give details below):

FOOD PREPARATION⁴ **LIQUOR SALES⁵** **ENTERTAINMENT⁶**

details: _____

NOTES (NUMBERS IN RED ABOVE REFER):

1. All hirings are subject to the Committee's current Conditions of Hire and Hiring Charges
N.B. No bookings for Teenage Parties will be accepted - see Standard Condition of Hire No.16
2. Hirers making bookings on behalf of an organisation must provide details of their authority to do so
3. Hirers arriving early or leaving late will be charged for the extra time
4. Applies to both hirers and outside caterers
5. It is the Hirer's responsibility to obtain a Temporary Event Notice ('TEN') or, where the sale is by a suitably qualified licensee, a licence to sell intoxicating liquor, and to attach a copy to this Booking Form. Until the TEN or licence is available any such booking will only be provisional
6. Any entertainment must comply with the requirements of the Performing Rights Society, the Hall's Premises Licence and the Environmental Health & Fire Officers' recommendations

★ **By making this booking I acknowledge that I have received and read a copy of the Parish Hall Committee's current Conditions of Hire and agree to comply with them**
In particular, in the event that any part of Hall hired has to be cleaned as a consequence of my/our failure to do so, I undertake to reimburse the Committee the cleaning cost

DATA PROTECTION: The Parish Hall operates a Privacy Policy, in accordance with the General Data Protection Regulations, ('GDPR'), with regard to personal data it collects for administrative purposes. You have the right to ask for copies of the personal data held for you, and to request that such data is not shared with third parties

BOOKING CLERK:

Mrs J. Horrabin, t 01684 310256 e glenbeck23@btinternet.com