



Terrington Village Hall & Recreation Ground

Reg. Charity No. 1063075

Booking Agreement Form

Data Privacy: The information you supply in this form will only be used for the purposes of processing your booking request and subsequently invoicing for payment. To comply with financial audit requirements, the data will be retained as a record for six years from the end of the financial year in which the invoice was settled. We will not share the data with any third parties.

SECTION 1: DETAILS OF THE HIRE (to be completed by the Hirer)

Purpose Of Hiring/Event				Expected No. of Attendees			
Organisation (if applicable)							
Hirer Contact Name							
Hirer Contact Address							
Hirer Contact Tel. No.				Email			
Nominated Responsible Person attending event (if not Hirer)							
Start Date		Start Time		Frequency of Booking			
End Date		End Time		(One Off, Weekly, etc.)			
<p>1) Minimum booking is 1 hour. Book in half hour multiples beyond that. A 15 minutes allowance for set up and set down time is assumed either side of your booking. If you need more setup / setdown time than this then please book additional half-hours as required. 2) A 10% discount will be applied if a commitment is given to 6 or more similar bookings in the next 12 months and we will also invoice 2-monthly in arrears rather than requesting an up-front deposit.</p>							
VILLAGE HALL FACILITIES REQUIRED (please put "Y" against all those required)							
Main Hall		Wimbush Room		Lounge Bar		Tennis Courts	
Use of Tables		Use of Staging		Kitchen		Exclusive use of all Village Hall facilities	
LICENSABLE ACTIVITIES (e.g. sale of alcohol, regulated entertainment (films, music, dance, etc.))							
Which Licensable Activities (if any) will your hire/event involve?							
<p>NOTE: The Village Hall can provide a staffed bar at no additional charge given sufficient notice (we will provide the bar stock and will retain all bar takings). Alternatively, you may stock and run your own bar and may use our Premises Licence if you satisfy the pre-conditions set out in the Letting Charges. If you do not meet the pre-conditions then you must apply to Ryedale District Council (01653 600666) for a Temporary Events Notice (TEN). We reserve the right to require any hirer to obtain a TEN. Evidence that a TEN has been obtained will need to be provided to the Village Hall prior to the start of hire.</p>							
Do you want the Village Hall to provide a bar?				Will you be applying for your own TEN?			
Additional Comments / Notes / Requests							

On completing the above, return to : Dave Gaskell, Brookfield House, South Back Lane W., Terrington (01653 648394), or email as an attachment to terringtonvillagehallinfo@gmail.com
 Section 2 will be completed by the Village Hall and the form sent back to you to confirm the booking and associated charge.

SECTION 2: DETAILS OF CHARGES (to be completed by the Village Hall)

Total Fee		50% Deposit On Booking (balance payable before the conclusion of hire).		Premises Licence agreed to be used?	
Additional Comments / Notes		Please pay deposit via cheque to "Terrington Village Hall" or BACS transfer to sort code 20-45-45 account number 93367746			

SECTION 3: DECLARATIONS (to be completed by Hirer then Village Hall on completion of Sections 1 & 2)

I have read and will comply with the Conditions of Hire, and have paid the deposit stated above.		I confirm that the above booking has been agreed and that the stated deposit has been received.	
Signed	Date	Signed	Date
(The Hirer)		(The Village Hall)	

Checklist To Help With Your Booking

PLEASE PRINT THIS CHECKLIST AND BRING IT WITH YOU TO YOUR EVENT AS IT CONTAINS USEFUL INFORMATION AND CONTACT DETAILS.

Leading Up To Your Event

It is the responsibility of the hirer(s) to ensure that the nominated 'responsible person' that will be attending the event takes responsibility for compliance with all legal requirements/commitments, licencing, health, safety, fire and hygiene regulations concerning your event.

Ensure that the nominated responsible person has familiarised themselves with the Conditions of Hire (the document made available with the Booking Agreement Form).

Ensure that any outstanding balance has been paid to the Village Hall.

Please obtain keys from one of the following key holders prior to the start of your booking.

- Terrington Village Stores
- Dave Gaskell (01653) 648394
- Paul Stevenson (01653) 648116
- Robin Ashdown (01653 648496)
- Elaine Taylor (01653 648364)

At Your Event

Enjoy your event !!

Ensure that attendees comply with the Conditions of Hire.

THE HALL IS A NO-SMOKING ZONE. Please respect and comply with this.

ACCIDENTS: Please record the accident in the accident book and contact your keyholder or one of the contacts above to inform them of the accident.

FIRE: In the event of fire, leave the building by the nearest exist meeting at the designated fire assembly point which is in the Car Park. Call 999 and report the fire and the location: Terrington Village Hall, Mowthorpe Lane, Terrington, YO60 6PZ. Please also call your keyholder or one of the contacts above. **DO NOT ATTEMPT TO TACKLE THE FIRE. DO NOT TAKE PERSONAL RISKS.**

THERE IS NO PHONE ON THE PREMISES. It is a condition that hirers have a mobile phone available for their event. The nearest public phone is adjacent to Terrington Village Stores.

At The End Of Your Event

Ensure that the tables and chairs and any other additional items used are put away in the correct places.

Please sweep the main floor before leaving and bag up any rubbish.

Check that all windows and emergency exits are closed.

Check that no taps are running in the toilets.

Kitchen and electrical appliances to be turned off.

Heaters to be turned off.

All lights to be turned off.

Front door to be locked upon departure.

Please respect our neighbours when leaving and keep noise to a minimum.

Return keys to the keyholder as agreed when obtaining the keys.