



# 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)

<b>Purpose Of Hiring/Event</b>				<b>Expected No. of Attendees</b>			
<b>Organisation (if applicable)</b>							
<b>Hirer Contact Name</b>							
<b>Hirer Contact Address</b>							
<b>Hirer Contact Tel. No.</b>				<b>Email</b>			
<b>Nominated Responsible Person attending event (if not Hirer)</b>							
<b>Start Date</b>		<b>Start Time</b>		<b>Frequency of Booking</b> (One Off, Weekly, etc.)			
<b>End Date</b>		<b>End Time</b>					

- 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 is given for 6 or more similar bookings in the next 12 months. We will also invoice 2-monthly in arrears.

### VILLAGE HALL FACILITIES REQUIRED (please put "Y" against all those required)

<b>Main Hall</b>	<input type="checkbox"/>	<b>Wimbush Room</b>	<input type="checkbox"/>	<b>Lounge Bar</b>	<input type="checkbox"/>	<b>Kitchen</b>	<input type="checkbox"/>	<b>Use of Staging</b>	<input type="checkbox"/>	<b>Tennis Courts</b>	<input type="checkbox"/>	<b>Other (Use "Additional Notes")</b>	<input type="checkbox"/>
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The sale of alcohol, playing of live or recorded music, showing of films, dancing, and other similar activities requires suitable licence cover. If your event involves any of these activities, you may use our Premises Licence if you satisfy the pre-conditions set out in the Letting Charges and if authorisation is granted by our Designated Premises Supervisor (DPS). If not, then you **must** apply to Ryedale District Council (01653 600666) for a Temporary Events Notice (TEN) and evidence that a TEN has been obtained will need to be provided to the Village Hall prior to the start of your hire. We reserve the right to require any hirer to obtain a TEN.

### Which licensable activities (if any) will your event involve?

(If None, skip to Additional Notes at the bottom Section 1 below)

Do you want the Village Hall to provide a bar?

Will you be applying for your own TEN?

If wishing to use our Premises Licence and not a TEN, please use the Additional Notes / Requests below to provide information about the experience of your Responsible Person to support your request for authorisation from our DPS.

### Additional Notes

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](mailto:terringtonvillagehallinfo@gmail.com)

Section 2 will be completed by the Village Hall and the form sent back to you to confirm availability and associated fee.

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

<b>Total Fee</b> <i>(due within 3 days of hire or on invoice)</i>		<b>Premises Licence agreed to be used?</b>	<input type="checkbox"/>
<b>Additional Comments</b>			

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

I confirm the above booking details, accept the charges and have read and will comply with the Conditions of Hire.		I confirm that the above booking has been agreed.	
Signed	Date	Signed	Date
<b>(The Hirer)</b>		<b>(The Village Hall)</b>	

# 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.