



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			Expected No. of Attendees	
Organisation (if applicable)				
Hirer Contact Name				
Hirer Contact Address				
Hirer Contact Tel. No.		Email		
Nominated Responsible Person (see §1 of Conditions of Hire)				

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 set up / set down time than this then please book additional half-hours as required

Start Date		Start Time		Frequency of Booking	
End Date		End Time		(One Off, Weekly, etc.)	

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

Main Hall	Wimbush Room	Lounge Bar	Kitchen	Use of Staging	Use of Tables	Tennis Courts	Other (Use "Extra Notes")
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Extra Notes	
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LICENSABLE ACTIVITIES

Does your event involve "regulated entertainment" (playing of music, dance, plays, film, sporting activity)

Alcohol: Please put a "Y" against the statement that most closely matches your event. Mark one statement only

There will be no alcohol supplied or consumed as part of our booking	
Alcohol will be consumed but not sold (see §6 of Conditions of Hire for legal interpretation of "sold")	
We would like the Village Hall to provide a bar (village hall will provide the stock and retain the takings)	
We will sell our own alcohol and we will obtain a T.E.N. from Ryedale District Council (see §6 of Conditions of Hire)	
We will sell our own alcohol and wish to apply to use the village hall's Premises Licence (see §6 of Conditions of Hire)	

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

Total Fee (due within 3 days of hire or on invoice)		Premises Licence agreed to be used?	
Additional Comments	We will invoice after the booking. Please pay either by cheque to "Terrington Village Hall" or BACS transfer to sort code 20-45-45 account 93367746		

SECTION 3: DECLARATIONS (to be completed by Hirer and 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
(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).

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 in the kitchen 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 (bags are under the sink in the kitchen).

Check that all windows and emergency exits are closed.

Check that no taps are running in the toilets.

Check that electrical appliances in the rooms that you have used have been 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.

Please leave us feedback on how we can improve things for future bookings.