**Thurgoland Village Hall / Youth Centre Booking Form**

1. Organisation \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Name of person making the booking ­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (the hirer)
3. Contact telephone / mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Email Address\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Postal Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Do you wish to be contacted by email regarding future events at the hall? Yes / No
7. Date of booking \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hrs to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Hrs
8. Nature of event \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Will alcohol be sold? Yes / No If yes the person named above will be responsible for obtaining the relevant licence required.

**Term and Conditions of Hire**

1. The Hirer will be responsible for ensuring **alcohol is not consumed by persons under 18 yrs of age**, and to ensure good order is maintained in and around the village hall and to ensure due consideration is shown to neighbours with regards to noise etc.
2. **A refundable deposit of £\_\_\_\_\_\_\_ shall be made at the time of booking.**
3. A full refund will be made if a cancellation is made no less than 4 weeks before the event, 50% refund if less than 2 weeks before the event, otherwise if less than 2 weeks the full charge will be made or at the discretion of the committee.
4. **The rate of hire being £\_\_\_\_\_\_\_\_ per hour or £\_\_\_\_\_\_\_\_ per full day.**

**The hire charge is £\_\_\_\_\_\_\_\_\_\_** (Payment in cash or cheque payable to ‘Thurgoland Village Welfare’)

1. The hirer will be responsible for any damage to the building fabric, fitments or furnishings and must ensure the premises will be left as found including removal of all rubbish as a consequence of the event, leaving the premises clean and tidy, turning off lights and heating.
2. The hirer shall ensure any electrical equipment brought onto the premises, such as sound systems are safe and fit for purpose. Any damage to such equipment will be the responsibility of the hirer.
3. The village hall has its own quality sound system, which may be used with CDs or ipads, phones etc using Bluetooth. Full instructions are in a black folder inside the box housing the equipment. The hirer will be responsible if any damage is caused during the hire period.
4. The hirer is responsible for the Health & Safety of all those in attendance on the premises for the event. Under no circumstances are pyrotechnics allowed in the hall – fire escapes must be kept clear.
5. The kitchen must not be used without the express permission of a Committee member, who will give instruction in the use of the equipment, for which the hirer is responsible for.

**I agree**

1. **To pay the deposit in advance**
2. **To abide by the conditions of hire as above**
3. **That the deposit will be returned in full subject to the conditions above.**
4. **That I will reimburse the Welfare for any damage caused during the event.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Committee member \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_