

**Sharnbrook Village Hall
Application for use of Facilities**

Please complete and sign this form and return it to the **Booking Co-ordinator**. If you have already made a provisional booking then this form should be returned within 7 days to secure the booking. Please keep one completed form for your records.

Booking Co-ordinator:

Emily Marsham
emilycmarsham@gmail.com
07960 203055

NATURE OF EVENT:

APPLICANT:

ADDRESS (for correspondence):

.....

Post Code:

TELEPHONE No:..... EMAIL ADDRESS.....

DAY AND DATE REQUIRED: Day of week Date:

TIMES REQUIRED: From:..... To: (to include setting up & clearing away)

APPROX NO OF PEOPLE AT EVENT:

DO YOU REQUIRE:

Use of kitchen:	Yes/No	Use of projector system:	Yes/No
PA system:	Yes/No	Use of the Hearing Aid Induction Loop:	Yes/No

SALE OF ALCOHOLIC BEVERAGES

Please note that alcoholic drinks may not be sold at the hall except through the hall bar run by the Sharnbrook Playing Field Association (SPFA). Full details are included in the separate application form for use of the bar.

CHARGES

Please consult the Village Hall website (see above) for the latest rates of hire. These are based on an hourly rate using the total usage time booked by you. For complex bookings, for example covering more than one day, please contact the Bookings Co-ordinator.

Number of hours		Hourly rate		Booking Fee	
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PAYMENT

Please enclose a cheque for the full amount of the hire charge, payable to "Sharnbrook Village Hall". An invoice and confirmation of booking will be issued by return of post.

DAMAGES

The Committee reserves the right to charge for damage to the hall or breakages. Special cleaning required as the result of an event will also be charged for at cost.

CANCELLATION

Bookings may be cancelled up to 60 days in advance of the date booked. A £5 administration fee will be deducted from the amount refunded

**PLEASE LEAVE THE HALL CLEAN & TIDY AT THE END OF YOUR EVENT.
PLEASE NOTE THAT TEA TOWELS ARE NOT SUPPLIED.**

I hereby agree that I will ensure that the hall and its facilities are used with due care and attention, and I accept liability for any damage to the hall or its contents during my hire period. Cars will be parked with due care attention and noise will be kept to an acceptable level. I can also confirm that I have read and understood the Sharnbrook Village Hall Data Protection and Safeguarding Policies.

If for any reason, you open the Fire Exit doors that open out onto the playing field, please ensure that they are firmly closed on the completion of your period.

SIGNED:

DATE:

INFORMATION FOR HIRERS

FIRE PROCEDURE: Fire Procedure Notices relating to exits, extinguishers & telephones are posted in the entrance lobby and main hall.

SUPERVISION

PUBLIC EVENT (i.e. open to anyone with or without a ticket): If you are using the hall for a public event, it is a condition of the Premises Licence that you familiarise yourself in advance with the actions required in the case of fire and other emergencies. Before the event you must arrange to brief a minimum of 2 attendants per 100 people of their duties in case of fire and other emergencies (you may be one of these attendants). The ratio is higher when disabled people or a large proportion of children are present.

PRIVATE EVENT: We recommend that you familiarise yourselves with the action required in the case of fire or an emergency.

ACCESS: You should agree with the Bookings Co-ordinator, well in advance, arrangements for collecting the hall key and returning it

Please do not leave the key in the door on entering

LIGHTING:

Porch: An automatic sensor light operates in the porch

Entrance lobby: The switch is located just inside the entrance to the right.

Kitchen: The switch is located to the right as you enter the kitchen.

Other lights: The **RED** master switch at the bottom left hand side of the panel in the kitchen must be turned on **FIRST**, and then other lights as required.

The cloakroom switches are at the bottom right hand side of the panel.

The hall has downlighting in the ceiling; this is controlled by dimmer switches inside the hall, by the door.

Please switch off all lights and the master switch on leaving

WALLS: Please do not attach anything directly to the walls. Use the rail provided in the main hall.

BOUNCY CASTLES

Small bouncy castles (and other similar inflatables) are allowed to be used in the Village Hall: maximum height 2.75 metres. They must not be positioned under or near the overhead projector. Hirers are responsible for their own insurance and the Village Hall Management Committee will not accept any liabilities for personal injuries or damage.