

# ALL SAINTS' YOUTH & COMMUNITY HALL

## BOOKING REQUEST FORM - 2021

Name of Hirer or Hiring Organisation: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Position in Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Tel No: \_\_\_\_\_

Email: \_\_\_\_\_

Purpose of Hire: \_\_\_\_\_

Approximate numbers attending: Adults: \_\_\_\_\_ Children: \_\_\_\_\_

Room(s) required (tick): Main Hall ☐ £14 per hour Kneller Room ☐ £10 per hour

Kitchen (to accompany another room) ☐ £2 per hour Clements' Room ☐ £8 per hour

Single Booking – Date of Hire:     /     /     Time of Hire: From: \_\_\_\_\_ To: \_\_\_\_\_

Regular Booking – Day(s) of Hire: \_\_\_\_\_

Time of Hire – From: \_\_\_\_\_ To: \_\_\_\_\_

Commencing Date:     /     /     Final Date:     /     /     or Ongoing (tick) ☐

Do you require bookings term time only? Yes/No

Please ensure you leave sufficient time for setting up and clearing away.

☐ I accept all responsibility and agree to be in attendance throughout the event. I accept that no alcoholic liquor will be sold in the Hall or adjacent land and there will be no smoking in the Hall.

☐ I agree to abide by the Terms & Conditions of Hire as set out in the Booking Agreement, a copy of which I have received and read.

☐ I agree to ASYCH holding my data on file until the booking has expired in accordance with GDPR regulations.

☐ I agree to have a risk assessment in place.

☐ I agree to be a contact for NHS Test and Trace.

**Please note: A refundable cash deposit of £100 is required as security against damages.**

Signed: \_\_\_\_\_

Date:     /     /

*For Office Use Only:*

Deposit Received:     /     /     £ \_\_\_\_\_     Booking Confirmation Sent:     /     /

Deposit Returned: \_\_\_\_\_

Hire Fee Paid:     /     /     £ \_\_\_\_\_     Website Entry:     /     /

Website Details: \_\_\_\_\_