

The Narth & District Village Hall Regular Users Booking Form

Registered charity 524389



Group Name:		
Dates & times required	No of hours	Fee for session £
TOTALS		

Payments by cash or cheques (made out to The Narth Village Hall) can be handed to the Booking Clerk or sent to Marilyn Dunkelman, The Beeches, The Narth NP25 4QL. Payments can also be made direct by online transfer – please ask for the account details. Receipts can be issued on request.

Do you intend to serve alcohol at any of your events above? Yes / No

You may serve alcohol at a private party provided you do not sell it and there is no entry fee for the event which incorporates provision of alcohol. If you wish to sell alcohol this must be agreed and arranged with the Village Hall committee before the event and comply with our Sale of Alcohol Policy and everyone serving this alcohol must be confirmed by the committee. It may be necessary for you to apply for a Temporary Event Notice from the council.

Do you wish to use any of the equipment in the hall (please indicate below)?

Permission for use of the equipment is at the Village Hall Committee's discretion and must be agreed in advance. Training in its use will be provided

Kitchen equipment: cooker dishwasher microwave urn

Audio visual equipment: CD player DVD / projector microphones

Stage area

This can involve moving theatre props so we appreciate advance notice if you need the stage area to be clear, otherwise the curtains should remain drawn shut

Stage equipment: stage lighting white screen other stage equipment

Other _____

Are any of these public events at which children will be present without their own parents/carers?

Yes / No

If so you will be required to submit a copy of your child protection policy. Note this does not apply to private parties or events which are attended by children accompanied by parents or carers

Charges: £7.50 per hour for local groups & local charities
£10.00 per hour private bookings or £75.00 for a 24-hour period
£25.00 per hour external organisations
Marquee hire: £30 per day, £50 for a weekend

Hall capacity: Standing 120 / Seated 60

Conditions of Hire

The hirer must be a person of 18 years of age or above. The hirer accepts responsibility for being in charge of and present on the premises at all times during the hire period, and for ensuring that all terms and conditions are met.

The full list of our Terms and Conditions, including our Fire Policy and Incidents Procedure and Hirer's Check List, should be obtained, either by request from the Booking Clerk or by downloading from the Hall web site.

Hirer's name:
Address:
Email:
Telephone:
I confirm that I have read and agree to the Hall's Terms and Conditions of hire I confirm that I have read and understood the Fire Policy and Incidents Procedure I confirm that I have read the Check List and will refer to it when leaving the hall Signature
Date: