**Little Waldingfield Parish Room Trustees**

Little Waldingfield Village Hall, Church Road, Little Waldingfield

Letting Secretary S Bowen 01787 249473 sd.bowen@btopenworld.com

**Booking Form**

|  |  |  |  |
| --- | --- | --- | --- |
| Organisation (if appropriate): ……………………………………………………………………………. | | | |
| Date: …………………………. | Start Time ………………………… | | Finish Time ………………… |
| **I/we agree to be entirely responsible for the proper conduct of this event for which I/we have hired Little Waldingfield village hall as per the terms and conditions of hire.** | | | |
| Name of responsible persons(s) aged 25 years or over who will be present throughout the function: | | | |
| Name: …………………………………………… | | Name: ……………………………………………. | |
| Address: ………………………………………….  …………………………………………………….. | | Address: ………………………………………….  …………………………………………………….. | |
| Postcode: ……………………………………… | | Postcode: ……………………………………….. | |
| Ph No: ……………………….…………………… | | Ph No: ……………………….…………………… | |
| Type of function: ………………………………… | | Number attending: ……………………………… | |
| Public / private event? …………………………. | | Is there an admission charge? ………………… | |
| If a birthday party, please specify birthday age | | AGE: ……………………………………………… | |
| Who is the caterer? …………………………….. | | DJ/entertainer? ………………………………… | |
| Please give full details of any activities you plan to include during your event:  ………………………………………………………………………………………………………………..……………………………………………………………………………………………………………… | | | |
| Are you bringing in any electrical equipment? | | YES/NO | |
| If yes, please specify: …………………………………………………………………………………….  …………………………………………………………………… (See Terms & Conditions of Hire 41) | | | |
| Will alcohol be sold at your event? | | YES/NO | |
| If yes, you will need to apply for a Temporary Event Notice from the Licensing Team at Babergh DC. **Before doing so, you must obtain written permission from LWPRT.** | | | |
| **Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs which can be granted annually for any premises.** | | | |
| **DECLARATION** | | | |
| * I/we confirm that the details given are correct. * I/we hold public liability insurance and enclose a copy of the certificate for information.  (Not applicable to private hirers will be included within the LWPR public liability insurance) * I/we have received and read a copy of the Terms and Conditions of Hire and agree to abide by them and any such reasonable conditions as may be introduced by LWPRT. * I/we confirm that I/we are over 25 years of age. * I/we have read and understood the fire evacuation as defined in the Terms and Conditions of Hire and will inform all persons attending the event of the evacuation procedure. * I/we confirm that I/we will undertake our own risk assessment for the event. | | | |
| Signed: …………………………………………… Signed: ……………………………………………  (for and on behalf of the organisation, if appropriate) | | | |
| Name: …………………………………………….. Name: ……………………………………………..  (Please print) (Please print) | | | |
| Date: ……………………………………………… Date: ……………………………………………….. | | | |
| NOTES   1. Bookings can be taken up to two calendar years in advance. 2. A booking deposit of 50% of the hire fee may be required to secure the booking. 3. The balance of the hire charge, any insurance premium payable and any security deposit is required 4 weeks before the date of the booking. 4. If a booking is cancelled after the booking deposit has been paid but more than 6 months before the date of the booking, then half of the deposit is refundable. 5. No refunds are given once the full fee has been paid. 6. Fees are normally reviewed annually, with any increases taking effect from 1st April. | | | |