

BOOKING FORM PLEASE COMPLETE IN BLOCK CAPITALS

**Ockbrook and Borrowash Parish Hall Hire Agreement.**

NAME & ADDRESS OF ORGANISATION BOOKING THE HALL:

TELEPHONE NUMBER: \_\_\_\_\_

PURPOSE FOR WHICH THE HALL IS REQUIRED: \_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_

TIME REQUIRED: FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_

TIME REQUIRED: FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_

TIME REQUIRED: FROM \_\_\_\_\_ TO \_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_

TIME REQUIRED: FROM \_\_\_\_\_ TO \_\_\_\_\_

Please ensure that you give yourself enough time to 'set up' and 'clear away' leaving the hall clean and tidy in readiness for the next user(s). Failure to leave the hall in a tidy manner, will incur further costs

**Charge per hour**

09:00 to 16:00 - £10.00 per hour

17:00 to 23:00 - £12.50 per hour

The hall must be vacated by 23.00. Payment to be made in full prior to the booking

Under the terms of this agreement, I/We agree to abide by the regulations.

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

Booking Agent: Sarah Kitchener - Parish Clerk, The Parish Hall, Ockbrook, Derbyshire, DE72 3SL

Telephone Number: 01332 664100/ 07860 702904

email clerk@ockbrookandborrowashparishcouncil.gov.uk

## Terms and Conditions of Hire

1. Bookings are only acceptable when made on this official booking form by a responsible adult. The Parish Council reserve the right to refuse, cancel or impose special conditions where appropriate to any booking.
2. The person signing the booking form is responsible for the Health and Safety of all persons during the hire period. You should make yourself aware of the Fire Evacuation Doors and the location of First Aid Boxes. This information can be found on the Entrance Lobby Notice Board. If alcohol is consumed, you will be responsible for the prevention of excessive and underage consumption. If this condition is found to be breached the Police will be informed immediately.
3. Single bookings must be accompanied by this completed hire form and all due monies and deposits. They cannot be accepted less than 14 days in advance. In the event of a cancellation, hire charges and deposits may be refunded if made more than 14 days prior to the event.
4. Opening and Closing the Parish Hall: For single bookings the Parish Hall will be opened for you and closed afterwards, details will be given at the same time as your booking is confirmed. For block bookings you will be provided with your own keys and entry code, details will be given along with your booking confirmation. Please ensure that any outside caterers/entertainers are aware of the hire period and that they will not be able to enter before or remain after the hire period. **You should include setting up and clearing away time in your booking to avoid clashes with other users. Please ensure the facilities are left in a clean and tidy state. All recyclable waste may be placed in the recycling (blue) bin outside the kitchen. All food and non-recyclable waste should be placed in the Black bin outside the kitchen.** Please make sure you bring your own tea towel and bin bags.
5. Safety: The Parish Hall has a Non-Smoking Policy. This is a legal requirement. In the event of a fire, the Parish Hall should be evacuated in an orderly manner using the appropriate exits. The Fire Brigade should be called by dialling 999. The exact location of the fire exits and fire extinguishers must be noted before the Parish Hall is occupied. This information can be found on The Lobby Notice Board.
6. There is a Parish Hall car park to the rear of the building. Organisations are required to ensure that members do not block the public roads or the access for emergency vehicles. After use, the gates to the rear car park must be closed. The gate code is 2801.
7. Consideration for Others Please leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents. Complaints could jeopardise any future bookings you might make.
8. Regular uses need to give two weeks' notice if they do not require their regular bookings. **If this notice is not given you will be charged for the session.**