

# SEDBERGH PEOPLE'S HALL BOOKING FORM and HIRING AGREEMENT

## MAIN HALL, COMMITTEE ROOM, CHANGING ROOMS A & B

Location: Howgill Lane, LA10 5DQ Registered Charity Number: 523829

**Complete in BLOCK CAPITALS. Email to [booking.peopleshall@gmail.com](mailto:booking.peopleshall@gmail.com)**

**Or Return to People's Hall c/o No.6 Finkle Street, Sedbergh, LA10 5BZ**

Availability Calendar and information at [www.sedberghpeopleshall.org](http://www.sedberghpeopleshall.org)

Ref:

Revised: 4 June 2019

Name of person responsible for hire ("The Hirer"):	
Organisation that the Hirer represents:	
The Hirer's position in the organisation:	
Nature of the event to be held:	
The Organisation address, or Hirer address if private (please include postcode):	Phone:
	Mobile:
	Email: Please provide an email address. It will be used to send your confirmation.

DATE	Main Hall					Committee Room				ALC	Maximum Attendees
	Z	A	B	C	D	A	B	C	D		
	07:00-09:00	09:00-13:00	13:00-17:00	17:00-19:00	19:00-01:00 (Sun 23:45)	09:00-13:00	13:00-17:00	17:00-19:00	19:00-01:00 (Sun 23:45)		
<i>eg Tue 4<sup>th</sup> June 2019</i>				X	X					X	80
	Changing Room A					Changing Room B					
<b>From 1<sup>st</sup> July 2019</b>	<b>Main Hall Fees</b>					<b>Committee Room Fees</b>					
<b>Rate 1</b>	£10.00	£20.00	£20.00	£15.00	£36.00	£15.00	£15.00	£10.00	£15.00		
<b>Rate 2</b>	£15.00	£30.00	£30.00	£22.50	£54.00	£22.50	£22.50	£15.00	£22.50		
<b>Rate 3</b>	£20.00	£40.00	£40.00	£30.00	£72.00	£30.00	£30.00	£20.00	£30.00		
	<b>Changing Room A Fees</b>					<b>Changing Room B Fees</b>					
<b>Rate 1</b>	£7.50	£15.00	£15.00	£15.00	£15.00	£10.50	£10.50	£10.50	£10.50		
<b>Rate 2</b>	£11.75	£23.50	£23.50	£23.50	£23.50	£15.00	£15.00	£15.00	£15.00		
<b>Rate 3</b>	£15.00	£30.00	£30.00	£30.00	£30.00	£21.00	£21.00	£21.00	£21.00		
<b>Alcohol Licence: £25.00 + £200 damage deposit (at the committee's request)</b>											
<b>Setting out and/or removing chairs and tables: £60.00 – please specify your requirements when booking</b>											

- Rate 1:** Private individuals, community groups, clubs etc based in: LA10, Firbank, Howgill or Killington
- Rate 2:** Businesses based in LA10, Firbank, Howgill or Killington OR Private individuals, community groups, clubs etc not in Rate 1
- Rate 3:** Businesses outside local area OR Statutory organisations
- If alcohol is to be consumed put X the "ALC" column and complete and sign a "Notice of Intention to Supply Alcohol" form for each occasion and return with this booking form.**

I/we confirm that I have seen, read and understand the information overleaf, the *Terms & Conditions of Hire and Information for Hirers* documents available on our website at [www.sedberghpeopleshall.org](http://www.sedberghpeopleshall.org)

I/we agree to abide by those conditions and accept financial and personal responsibility for all damage done to the property and for any breach of the Licensing Act 2003 with respect to the supply of alcohol, to the protection of children, to maintaining order, to health, and to safety, during the period of hire.

I/we will provide the names of Stewards on request (see TOCs).

I/we agree to pay the full charges and any deposit required according to the price list current on the date(s) the booked sessions are used.

Hirer Name:	Date:
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**Please read the information on page 2 of this form**

## GENERAL INFORMATION

**PRICES:** All prices are subject to change and will be reviewed annually by the Committee. The price payable will be that which is current when booked sessions are used. Please check website for latest prices.

**PAYMENT:** An invoice will be issued when your booking is confirmed. Payment is due 30 days prior to the event, or immediately if the event is within 30 days. Payment can be made using bank transfer, or by cash or cheque at **Sedbergh Information Centre**.

**CONTINUOUS BLOCK BOOKINGS** to a minimum of four and a maximum of seven days may be offered under the terms of letting at a rate which represents 75% of the full weekly tariff. A 30% deposit will be requested at the time of booking which will be non-returnable after 2 months prior to the event. The balance for block bookings will be due after the event.

**EARLY ARRIVAL/LATE DEPARTURE:** If the hirer is found to be using the facilities before the start or after the end of their hire period the Committee reserves the right to make a charge of £10 per hour, or part thereof, for the additional time used.

**POST EVENT CLEANING:** If the premises are not left clean and tidy at the end of the hire or if hirers cleaning is insufficient, the Committee reserves the right to make a professional cleaning charge of £100.

**DEPOSIT:** The Committee may require a returnable deposit of £200 (excess on our insurances). The deposit will be returned after the hire period provided no charges are made against it such as: damage, loss, additional cleaning, additional tidying up, etc., or early occupancy of the facility prior to the booked hire period, or late departure after a booked hire period.

**CANCELLATION:** Cancellations may be made, by email or in writing, up to 14 days prior to your booking. The Committee reserves the right to charge for cancellations made less than 14 days prior to your booking except if the Hall is able to hire to another user.

**KEYS** should be collected from **Sedbergh Information Centre, 72 Main St, Sedbergh LA10 5AD tel: 015396 20125 Opening hours 10am-4pm daily**.

You may need to collect your key the day before the event.

**LATE KEY RETURN/LOST KEY CHARGE:** Hirers **MUST** post keys into the drop box at the Hall or return to Sedbergh Information Centre within two hours of end of hire. Lost keys will incur a £100 replacement charge. Charges may be issued for late return.