

SEDBERGH PEOPLE'S HALL BOOKING FORM and HIRING AGREEMENT

MAIN HALL, COMMITTEE ROOM, CHANGING ROOMS A & B

Ref:

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

Complete in **BLOCK CAPITALS**. Email to 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

Revised: 1 May 2018

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 Sat 18 Feb 2017</i>				X	X					X	80
	Changing Room A					Changing Room B					
From 1st July 2017	Main Hall Fees					Committee Room Fees					
Local Hirers ¹	£9.75	£19.50	£19.50	£26.00	£36.00	£15.00	£15.00	£15.00	£15.00		
Other Hirers ²	£14.75	£29.50	£29.50	£36.00	£58.50	£23.50	£23.50	£23.50	£23.50		
Commercial ³	£19.50	£39.00	£39.00	£52.00	£72.00	£30.00	£30.00	£30.00	£30.00		
	Changing Room A Fees					Changing Room B Fees					
Local Hirers ¹	£7.50	£15.00	£15.00	£15.00	£15.00	£10.50	£10.50	£10.50	£10.50		
Other Hirers ²	£11.75	£23.50	£23.50	£23.50	£23.50	£15.00	£15.00	£15.00	£15.00		
Commercial ³	£15.00	£30.00	£30.00	£30.00	£30.00	£21.00	£21.00	£21.00	£21.00		
Alcohol Licence: £25.00 + £200 damage deposit (at the committee's request)											
Setting out and/or removing chairs and tables: £60.00 – please specify your requirements when booking											

- ¹ Local Hirers are private individuals, community groups, clubs etc based in: LA10, Firbank, Howgill or Killington
- ² Other Hirers are private individuals, community groups, clubs etc not included under Local.
- ³ Commercial hirers (ie those using the hall to sell a service) and 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

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 No.6 Finkle Street.

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 cheque will be returned/destroyed 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 **No.6 Finkle Street, Sedbergh, LA10 5BZ telephone 015396 20298**. Please ring to check opening hours. 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 No.6 Finkle Street within two hours of end of hire. Lost keys will incur a £100 replacement charge. Charges may be issued for late return.