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| **Ref:** |
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**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) Revised: August 2023

**Or Return to Sedbergh Information Centre, 72 Main St, Sedbergh LA10 5AD**

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

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| Name of person responsible for hire (“The Hirer”): | Enter Hirer name | |
| Organisation that the Hirer represents: | Enter organisation | |
| The Hirer’s position in the organisation: | Enter position | |
| Nature of the event to be held: | Enter nature of event | |
| Phone: Enter phone no. | | The Organisation address, or Hirer address if private (please include postcode):  Enter postal address |
| Mobile: Enter mobile no. | |
| Email: Enter email address  Please provide an email address. It will be used to send your confirmation. | |

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| **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)** |  |  |
| *eg Fri 14th April 2023* |  |  |  | *X* | *X* |  |  |  |  | *X* | *80* |
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|  | **Changing Room A** | | | | | **Changing Room B** | | | |  |  |
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| **From 1st July 2023** | **Main Hall Fees** | | | | | **Committee Room Fees** | | | |  |
| **Rate 1** | **£12.00** | **£24.00** | **£24.00** | **£18.00** | **£45.00** | **£18.00** | **£18.00** | **£12.00** | **£18.00** |  | |
| **Rate 2** | **£18.00** | **£36.00** | **£36.00** | **£27.00** | **£67.50** | **£27.00** | **£27.00** | **£18.00** | **£27.00** |
| **Rate 3** | **£24.00** | **£48.00** | **£48.00** | **£36.00** | **£90.00** | **£36.00** | **£36.00** | **£24.00** | **£36.00** |  | |
|  | **Changing Room A Fees** | | | | | **Changing Room B Fees** | | | |  |
| **Rate 1** | **£9.00** | **£18.00** | **£18.00** | **£13.00** | **£18.00** | **£13.00** | **£13.00** | **£11.00** | **£13.00** |  | |
| **Rate 2** | **£13.50** | **£27.00** | **£27.00** | **£19.50** | **£27.00** | **£19.50** | **£19.50** | **£16.50** | **£19.50** |
| **Rate 3** | **£18.00** | **£36.00** | **£36.00** | **£26.00** | **£36.00** | **£26.00** | **£26.00** | **£22.00** | **£26.00** |  | |
| **Alcohol Licence: £30.00 + £100 damage deposit** | | | | | | | | | |  | | |

**Fee Rates**

* **Private individuals, community groups, clubs etc based in local area (LA10, Firbank, Howgill or Killington) – Rate 1**
* **Private individuals, community groups, clubs etc from outside local area – Rate 2**
* **Businesses based in based in local area (LA10, Firbank, Howgill or Killington) – Rate 2**
* **Businesses based outside local area OR Statutory organisations – Rate 3**
* **If alcohol is to be consumed put X the "ALC" column and complete a “Notice of Intention to Supply Alcohol” form for each occasion and return with this booking form. At the committee’s discretion a £100 damage deposit may be payable before the event.**

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.

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| **Hirer Name:** Enter Hirer name | **Date:** Enter today’s date |

**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 up to £100.

**ALCOHOL LICENCES:** If alcohol is to be consumed at the event, then you must complete a “Notice to Supply Alcohol Form”. The fee for a licence is £30 plus a £100 deposit, payable before the event. 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.

**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.

**DOOR ACCESS CODES:** You will be issued with a PIN code for the doors before your event. Codes are for your personal or organisation’s use only and must not be given to other people.

**HEATING:** As of April 2022 the hall has a new heating system and the cost of heating is included in the hire fees for the main hall and the committee room. **For the sake of our costs, and the planet, please do not use the heating more than you need to.**

**SPORTS FIELD:** The field is not owned by the People’s Hall and you will have no automatic right to use it. If you wish to use the field please contact the Clerk to the Parish Council at **clerk@sedberghparishcouncil.org.uk**