Booking Form for Ripple Parish Hall

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| **Section A to be completed FULLY by all Hirers (and Section B, only if applicable) – On completion, send form and agreed deposit if applicable (made payable to Ripple Parish Hall) to: - Liz Noble (Johnston), The Old Tythe Barn, School Lane, Ripple, GL20 6EU (or e-mail form to rippleparishhall@gmail.com) Fees are shown on Page 2** | | | | | |
| Name of Organization/Individual booking the Hall\* |  | | | | |
| Address (for correspondence) \* |  | | | | |
| Contact Telephone Number\* |  | | | E–mail address\*: |  |
| Alternative Contact Number\* |  | | | Emergency Contact Number\* |  |
| Purpose of Hire\* |  | | | | |
| Period of Hire\* | **From (time)**  **Until (time)** | | **on (day/date)**  **on (day/date)** | | |
| For repeat booking please state frequency/Date/Day of the Week etc. |  | | | | |
| Total Cost of (to be agree in advance) \* | **£** | | and **enclosed a deposit** of **£** | | |
| Leaving Balance to be paid Prior to commencement of Hire (on date of Hire) \* **£** | | | | | |
| Any Special Conditions/Arrangements applicable to Hire: -   1. **Hirer must have a fully charged mobile phone on site for use in Emergencies** 2. **Hirer must advise at point of booking if video/projection equipment is required (See Page 2)** 3. **Comply with All Covid 19 Hire Requirements and Conditions of Use** | | | | | |
| I will require use of Video/Projection Equipment YES/NO If yes details please | | | | | |
| The Responsible Person for all Health & Safety matters during the period of Hire is\*:- | |  | | | |
| I hereby apply for the Hire of Ripple Parish Hall and confirm I have read and accept the  Terms and Conditions of Hire\* | | Signature | Print name | | |
| **Section B** – to be completed ONLY if you wish to Sell Alcohol under the license issued to Ripple Parish Hall Management Committee by Malvern Hills District Council (See Alternative Fees on Page 2 for this facility). | | | | | |
| I hereby apply to Ripple Parish Hall Management Committee for sell alcohol during the above event. Date(s) Time(s)  Licensable activities (eg fundraising):  Name, Full Address and Contact Tel Number of person taking responsibility for the Sale of Alcohol (must be over 21) | | | | | |
| I undertake to comply with the requirements of the License issued by MHDC. I undertake not to sell alcohol to persons under the age of eighteen or to those who are drunk or disorderly. I agree to comply with the provisions of the Licensing Act 2003(and any regulation there under) as they relate to a premises and agree to indemnify the Ripple Parish Hall Management Committee for any obligation there under. | | | | | |
| Signature | | Print name | | | |

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| **Section C** – to be completed on behalf of Ripple Parish Hall Management Committee by Booking Secretary | | |
| Date Application/Fee Received | Date Entered | Date returned |
| Any comments/conditions (e.g., time for collection of keys) | | |
| Video/Projection requirements noted i.e., | | |
| Booking approved on behalf of the Ripple Parish Hall Management Committee:- | Booking Secretary | |
| Agree to Named person as responsible  person to control the Sale of Alcohol | Booking Secretary | |

\*These areas must be completed by Hirer, otherwise Application is liable to be refused.

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| **Hire Charges** | | |
| **Hire of Hall**  **Regular Classes** | **£10.00 per hour**  **£9.00 per hour** | This charge also applies to set-up and cleaning time.  All facilities (Oven, Dishwasher, Fridges, Heated Cabinet, china, glasses and cutlery are included. As is Electricity, Heating, and use of the Stage. Table Cloths and Tea Towels are provided but must be laundered and returned by the Hirer.  Screen is available but **not** the video/TV (see below). |
| **Bar (operated by Hirer)** | **£25.00** | The Hirer provides own alcohol etc, and bar staff |
| **Bar (operated by Hall)** | **£100.00** | The Hall will provide the Bar Staff and Alcohol. Note, Bar profits go to the Hall. |
| **Video/Projection Equipment** | **Discuss at Enquiry** | The Video equipment must be operated by a trained committee member. A small charge may be made dependent on requirements.  **Note it is essential the Hirer advises details of requirements in advance to ensure these can be accommodated.**  It should be noted that when showing a standard film, a license fee is payable.  Under the terms of the TV license, Hirers cannot show  programmes and charge for entry. |
| **Breakages** | | |
| **Breakages** | The Hall operates an Honesty Policy. Any China/Glass breakages: please advise after event - we ask for £3 per item to go towards replacement please | |