**St John’s Community Hall Booking Form**

1. There is no caretaker therefore arrangements will be made between the Church Trustees and the Hirer to open up and lock up the Hall. Normally, the hirer will be provided with a key code to open and lock the venue.
2. We rely on the person whose signature is on the booking form to arrange tidying the Hall after use and to be responsible for the care of the Hall and to maintain good behaviour inside and outside of the Hall. *(We may need to agree Special Conditions of Hire during COVID-19)*
3. All exits must be kept clear of obstructions at all times and the position of fire fighting equipment and first aid equipment noted.
4. Any damage or breakages should be reported to the Trustees. Payment will be required for any damage.
5. Smoking is not allowed in any part of the venue including Hall, toilets and kitchen.
6. Excessive noise is to be avoided; bearing in mind the proximity of local residents.
7. The sale of alcohol is not allowed unless a special license is first obtained.
8. Groups hiring the Hall must have appropriate Public Liability insurance and are not covered by Public Liability held by the Trustees.
9. Groups hiring the Hall should ensure that their equipment is adequately insured. Trustees will not be liable for hirer’s equipment.

Please complete the sections below and return the form to the Booking Secretary Mr Nick Bishop by email to nbishop606@gmail.com

Name of the organisation ...................................................................,,,,,,,,,,,,,,,,

Name of person representing the above organisation...............................................

Address.................................................................................................................

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Telephone/Mobile/.............................................email............................................

**Please respond to all questions**

|  |  |  |
| --- | --- | --- |
| 1 | What is the activity you plan to hold in the Hall? |  |
| 2 | On which date do you would prefer to begin use of the Hall? |  |
| 3 | On which day(s) of the week do you want to hire the Hall |  |
| 4 | What is your preferred *start and finish times?* |  |
| 5 | How many participants will engage in your activity? |  |
| 6 | Do you require facilities in addition to the Hall?  e.g. toilets, kitchen. |  |
| 7 | Do you provide or need equipment? E.g. loop system, public address system, piano? |  |
| 8 | Do you have in place Public Liability policy? |  |
| 9 | Do you have in place Safeguarding policy? |  |
| 10 | What type of letting do you require? E.g. weekly/monthly rental, annual agreement? |  |
| 11 | Hasthe Hire Fee has been agreed? | Yes/No |
|  |  |  |
|  | *If required do you have a Covid - Risk Assessment?* |  |
| Your Comments: | | |

I agree to accept the attached conditions and obligations for the hire of St John’s Community Hall and to be the person responsible for the booking.

Signed: ..............................................................................................................

Date:....................................................................................................................

Please make Cheques payable to - St John’s Church Ashbourne

Send to: - Mr Nick Bishop, 13 Buxton Road, Ashbourne, Derbyshire, DE6 1EX

**Or** Bank Transfer to: Co-Op Bank: **Sort code: 08 92 99 Acc no. 67238886**

*We are very grateful for your support*