



Occasional Event Booking Form

Name	
Address Line 1	
Address Line 2	
Town/City	
County	
Post Code	
Email	
Landline Number	
Mobile Number	

Purpose of Hire			
Date			
Time From	:	Time To	:
Admission Charge?	Yes/No*		
Music?	Yes/No*		
Type of Music (e.g. Live)			
Sell Alcohol? (if yes please state which licence holder will apply for occasional licence)	Yes/No*		

I/We the undersigned apply for hire of the Hall and agree to abide by the conditions of letting supplied, these form a part of the contract of letting of CREDENHILL COMMUNITY HALL.

Signed.....Print.....

Address [if different from above]

--

Postcode

The hirer will arrange for four stewards to supervise inside and outside of the premises until the end of function and departure of guests. Two guarantors should sign below where application is made for the sale of alcohol on the premises. We the undersigned hereby guarantee that the above mentioned conditions will be kept.

Guarantor 1		Guarantor 2	
Name		Name	
Signature		Signature	
Address		Address	
Postcode		Postcode	

Keys can be collected from key holder please return at end of function.

Hire fees payable on collection of keys, cheques made payable to CREDENHILL COMMUNITY HALL COMMITTEE.

Thank you for choosing Credenhill Community Hall!

Credenhill Community Hall

Registered Number 507079

giftaid it

Gift Aid declaration – for past, present and future donations.

Credenhill Community Hall.

Please treat as Gift Aid donations all qualifying gifts of money made:

Today

☐

In the past 4
years

☐

In the future

☐

I confirm that I have paid or will pay an amount of Income Tax and/or Capital Gains Tax for each tax year (6 April to 5 April) that is at least equal to the amount of tax that all the Charities or Community Amateur Sports Clubs (CASCs) that I donate to will reclaim on my gifts for that tax year. I understand that other taxes such as VAT and Council Tax do not qualify. I understand that the charity will reclaim 25p on every £1 that I gave the charity on or after 6 April 2014.

Donor's details:

Title: _____ First Name or initial(s): _____

Surname: _____

Full Home Address: _____

Postcode: _____

Date: _____

Signature: _____

Please notify the charity or CASC if you:

- ***Want to cancel this declaration.***
- ***Change your name or home address.***
- ***No longer pay sufficient tax on your income and/or capital gains.***

If you pay Income Tax at the higher or additional rate and want to receive additional tax relief due to you, you must include all your Gift Aid donations on your Self-Assessment tax return or ask HM Revenue and Customs to adjust your tax code.



Conditions of Letting Credenhill Community Hall

1. DEPOSIT. Please return completed booking form and pay £50.00 Deposit for **regular** bookings. Keys are issued three months after start date at a charge of £10.00, refundable on return of the key. £30.00 Deposit and hire fee for **occasional** bookings is payable by direct transfer into our bank account before time of hire to confirm any booking [Account details below]
2. Deposit is non-returnable in the event of:
 - a. Loss or damage to hall property, furniture and fittings.
 - b. Failing to leave the hall in clean and tidy condition.
 - c. Failing to secure premises after event,
 - d. Allowing the sale, purchase and consumption of alcohol on or outside the premises without a licence.
 - e. Allowing disorderly behaviour inside or outside of premises.
 - f. Allowing obscene or offensive exhibition or act to take place.
3. INFRINGEMENTS OF LAWS AND COPYRIGHTS. The hirer is responsible for any costs incurred by the C.C.H.Committee for infringement of any laws or copyrights occurring during the period of hire as detailed below:
 - a. Sale of alcohol **must be** covered by an occasional licence applied for by licensee **after** the committee have agreed to hire.
 - b. Betting, Gaming and Lotteries Act [1963].
 - c. Musical Copyright.
 - d. Stage production licence .[The Hall is licensed for recorded and live music]
4. SAFETY REGULATIONS. The hirer should ensure insurance policies are observed relating to Hall and contents as below:
 - i. No obstructions in gangways and entrances,
 - ii. Fire appliances are kept in their proper place and not tampered with.
 - iii. All fire exits are unlocked and free from obstructions,
 - iv. No electrical or gas fitting is altered.
 - v. All electrical items are turned off at the end of the event.
 - vi. Chairs and tables are stacked safely in the appropriate area.
 - vii. All doors and windows are secured at end of event.
 - viii. Children should be supervised by an adult at all times on or outside the premises
 - ix. Hirers are responsible for relating all safety procedures to their members and helpers.Hirers are responsible for their own safety induction, first aid training, first aid kits, accident books and reports. Any incidents should be reported to C.C.H. management Committee immediately.
5. C.C.H.Management Committee will not be responsible for any damage or loss incurred to property left on or outside Hall premises.
6. Number of persons admitted to any function shall not exceed one hundred and fifty people.
7. CONTRACT HIRERS FEES: Fees are due no later than 14 days after issue of monthly bill. 24 hours' notice at least for any cancellations. Please pay directly into the account each month using details below or by cheque/cash to the Treasurer. Failure to pay on time will result in return of the keys and a weekly payment scheme being put in place until any arrears are paid in full.
8. HALL MANAGEMENT COMMITTEE According to the terms of the lease ,all regular groups using the Hall need to have a representative serving on the Hall Management Committee

Bank Account Details:	Name of Bank:	Lloyds Bank
	Payee Name:	Credenhill Community Hall Committee
	Sort Code:	30-94-14
	Account Number:	00540278

Please put identifying reference/name to transactions e.g. Name and type of event.