



BOOKING FORM

HIRER DETAILS:							
NAME							
ADDRESS							
PHONE		MOBILE					
E-MAIL							
EVENT / ACTIVITY DETAILS:							
TYPE OF EVENT							
NUMBER OF PEOPLE		DATE(S) OF HIRE					
TOTAL ACCESS TIME	FROM:		TO:		TOTAL HOURS		
Please include dates & times required for setting up beforehand and tidying afterwards.							
AREAS REQUIRED: (TICK ONE)							
RIVER ROOM	<input type="checkbox"/>	MIDDLE AREA	<input type="checkbox"/>	FOYER	<input type="checkbox"/>	FRONT HALL	<input type="checkbox"/>
KITCHEN		LIGHT REFRESHMENTS	<input type="checkbox"/>	PREPARING & COOKING HOT FOOD		<input type="checkbox"/>	
OTHER REQUIREMENTS: (TICK ONE)							
BAR	EXCLUSIVE STAFFED BAR	<input type="checkbox"/>	SHARED	<input type="checkbox"/>	NOT REQUIRED		<input type="checkbox"/>
ALCOHOL *	PROVIDED BY HIRER	<input type="checkbox"/>	OTHER	<input type="checkbox"/>	NONE		<input type="checkbox"/>
REAR COURTYARD	LTD. VEHICLE ACCESS	<input type="checkbox"/>	PEDESTRIAN	<input type="checkbox"/>	NOT REQUIRED		<input type="checkbox"/>
OTHER REQUESTS							

* See page 3

PAYMENT MUST BE MADE IN ADVANCE OF YOUR HIRING DATE:

Cheques are payable to 'Community Hall of Yarmouth & District'. We appreciate a separate cheque for the deposit to make returning it easier. For online bank transfers to CHOYD use: A/C No. 14290030 Sort Code: 54-10-34 (please use your name as payment reference and email contact@choyd.org.uk to confirm payment has been made).

CONFIRMATION AND PAYMENT: Please return your completed and signed form with payment to the Hall, marked for the attention of the Bookings Secretary.

A countersigned copy of the completed form may be requested as confirmation of your booking & payment. Invoices can also be provided on request.

I AGREE TO BE PRESENT DURING THE HIRING AND TO ABIDE BY THE CONDITIONS OF HIRING (PAGE 2) AND ANY ACTIONS SPECIFIED IN THE RISK ASSESSMENT (PAGE 4).					
SIGNED FOR & ON BEHALF OF THE HIRER					
NAME		DATE			
HIRING FEE		DEPOSIT			
SIGNED FOR & ON BEHALF OF CHOYD					
NAME		DATE			
FOR OFFICE USE ONLY				PAYMENT RECEIVED	



CONDITIONS OF HIRING

Safety & Security:

1. **Hirers must familiarise themselves with the three fire exits on arrival at the Hall and must keep these routes clear of furniture and equipment.**
2. No smoking including e-cigarettes, lighted candles or naked flame is permitted within the premises.
3. The Hirer shall ensure that any electrical appliances brought into the premises are in, and used in, a safe and good working order.
4. In the event of an accident, the hirer may use the First Aid kit; must make a record in the Accident Book (both stored in the Kitchen); and must report the accident to the Bookings Secretary.
5. Rear courtyard: Access is only available by prior request and the gates are locked. Pedestrian access is only available during daylight hours. Vehicle access is very limited. See Additional Booking Arrangements for Outside Caterers if applicable.
6. It is the responsibility of the Hirer under the Children Act 2004 (and any subsequent related legislation) to ensure the safety of all children and vulnerable adults at all times at any event.
7. CHOYD accepts no responsibility for personal injury on the premises nor for the loss of personal property brought into the premises by the Hirer or their guests.
8. At the end of the hire period, the building must be securely locked, unless otherwise instructed.
9. Hirers and their guests must comply with the Policies displayed in the lobby of the Hall

Courtesy:

10. Hirers must ensure that noise is kept to a minimum when persons arrive and leave the Hall in consideration of our neighbours.
11. **Hirers shall leave the premises and contents in a clean and tidy condition, leaving all furniture and equipment (including kitchen/dining) in the locations found. Cleaning equipment is available in the kitchen.**
12. **All rubbish must be taken home, the CHOYD charity only has minimal bin space.**
13. Furniture or equipment belonging to CHOYD is not to be removed from the Hall.
14. Hirers should check the thermostats on the radiators are returned to a medium setting.
15. Notices, banners, decorations or similar must not be stuck or pinned to the walls (interior and exterior) of the Hall, other than on the picture rail provided in the River Room.
16. Well behaved dogs on a lead are permitted, at the discretion of CHOYD management committee.

Cancellation and Damages:

17. Any damage or loss to the facilities and contents will be charged to the Hirer at replacement cost.
18. If the Hirer wishes to cancel the booking before the event and the Trustees are unable to arrange a replacement the repayment of the deposit shall be at the discretion of the Trustees.
19. The Trustees reserve the right to cancel a hiring in the event of the Hall being required for use as a Polling Station for a Parliamentary, Local Government, or other official Election or By-election, or for any reason the Trustees, at their discretion, deem necessary. In all such cases, the Hirer shall be entitled to a refund limited to any deposit paid or credit note of any hiring charge paid for the closure period.
20. Applications to hire the Hall may be rejected at the sole discretion of the Trustees who shall not be liable in any way whatsoever for any loss arising therefrom.



FEES & DEPOSITS

PLEASE NOTE: we charge for the total access period; which includes the time you need to set up before your event, as well as the cleaning and tidying of the Hall afterwards.

FEES:	River Room (access via the Middle Area and Foyer) (incl. Kitchen for light refreshments)	£12 per hour
	Kitchen for preparing and cooking food	£10 per hour
	Full Hall hire (incl. Front Hall)	£18 per hour
	Courtyard Cooking (Professional Caterers)	£25 (see below)
	Exclusive Bar (staffed)	£10 per hour

Every Wednesday and Thursday evening the bar is open to the public and can be used by the hirer and their guests non-exclusively without any additional charge.

DEPOSIT	Returnable after your event (covers minor breakages, damage or any extra cleaning required)	
	Small events or activities	£20
	Larger events / parties or cooking	£50

EVENTS AND PARTIES WHERE ALCOHOL IS SERVED

Any hirer intending to serve alcohol must discuss arrangements in advance with the bookings secretary. Ideally the staffed bar will be hired along with the premises as the sale of alcohol is not otherwise permitted.

If the hirer intends to provide their own alcohol for guests, additional charges may be made, at the discretion of the Trustees of the CHOYD charity and Eremue Trading Ltd. For example, for some events corkage of £5 per bottle may be charged.

ADDITIONAL ARRANGEMENTS FOR OUTSIDE CATERERS

When access to the rear courtyard is required for professional caterers, preparing food.

- Times:** Food service must cease by 21:00 all equipment must be removed, and the site cleared by 21:30.
- Site:** The trailer and all catering equipment must be located within the rear courtyard. The boundary runs across the gateway and the grass verge does not belong to CHOYD and cannot be used.
- Power:** To reduce noise (of generator) the hirers may use the external electrical socket by requesting in advance, that this is turned on as access is restricted from inside the Hall. Hirers must note and record the meter reading before and after each session. No additional lighting will be provided by CHOYD, if the evening is dark we recommend food is carried to the kitchen for serving to avoid the risk of guests stumbling in the dark.
- Waste:** All rubbish must be removed from the courtyard, particularly any food waste. An additional check for litter dropped or blown in the surrounding area (on the grass verge outside the Hall) will be required too.

Hire Charges:

The hire fee of **£25** has been included in the calculated total shown on page 1 of booking form.

The provision of electricity will be charged at **£0.20** per unit (based on meter readings).



RISK ASSESSMENT

Required for events providing Entertainment and Open to the Public, to comply with the Premises Licence and with the support of Eremue Trading Ltd. (running the bar)

HIRER DETAILS:			
CONTACT DETAILS	NAME		
	TELEPHONE	EMAIL ADDRESS	
EVENT / ACTIVITY DETAILS:			
TYPE OF EVENT		DATE(S) OF HIRE	
EST. NUMBER OF PEOPLE		ATTENDEE AGE GROUP	
TIME OPEN TO PUBLIC	FROM:		TO:
TICKETING:			
TICKET EVENT		YES <input type="checkbox"/>	NO <input type="checkbox"/>
PAY ON ENTRY		YES <input type="checkbox"/>	NO <input type="checkbox"/>
HOW LONG WILL TICKETS/DOOR SALES BE CHECKED?			
DOOR SUPERVISORS: (TICK ONE)			
ARE DOOR SUPERVISORS NEEDED?		YES (HOW MANY?) <input type="checkbox"/>	NO <input type="checkbox"/>
PLEASE GIVE REASONS (WHETHER YES OR NO)			
NOISE LEVEL: PLEASE CONFIRM THE FOLLOWING WILL BE CHECKED			
Noise level will be limited by closing doors & windows after 2100		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Noise level will be regularly assessed & steps taken to reduce the level of noise where it is likely to disturb local residents?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
A written record will be made of those assessments and given to the Bar Staff, incl.: date, time, name of assessor, any remedial action.		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Authorised personnel involved in the sale of alcohol requiring the permission of the Designated Premises Supervisor: (TICK ONE)			
ARE AUTHORISED PERSONNEL PRESENT BEHIND THE BAR?		YES <input type="checkbox"/>	NO <input type="checkbox"/>
Please name any such persons who are not trained staff of Eremue Trading Limited.			
NAMES		APPROVED BY DPS ?	
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
		YES <input type="checkbox"/>	NO <input type="checkbox"/>
TO BE COMPLETED BY HIRER:			
NAME			
SIGNED			
DATE			