

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
Including dates & times required for setting up beforehand and tidying afterwards.			

AREAS REQUIRED: (TICK ONE)			
RIVER ROOM	<input type="checkbox"/>	MIDDLE AREA	<input type="checkbox"/>
KITCHEN	<input type="checkbox"/>	FOYER	<input type="checkbox"/>
		FRONT HALL	<input type="checkbox"/>
		PREPARING & COOKING HOT FOOD	<input type="checkbox"/>

OTHER REQUIREMENTS: (TICK ONE)			
BAR	<input type="checkbox"/>	EXCLUSIVE STAFFED BAR	<input type="checkbox"/>
ALCOHOL	<input type="checkbox"/>	SHARED	<input type="checkbox"/>
		OTHER	<input type="checkbox"/>
REAR COURTYARD	<input type="checkbox"/>	NOT REQUIRED	<input type="checkbox"/>
		OTHER	<input type="checkbox"/>
		NOT REQUIRED	<input type="checkbox"/>
OTHER REQUESTS	e.g. Bar opening times		

**\* PAYMENT OF HIRE FEE & DAMAGES DEPOSIT MUST BE MADE IN ADVANCE:**

Cheques are payable to 'Community Hall of Yarmouth & District'.

*We appreciate a separate cheque for the damages 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 then email [contactchoyd@gmail.com](mailto:contactchoyd@gmail.com) to confirm).

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

You may request, a countersigned copy of the completed form as confirmation of your booking and payment and/or an invoice.

CONSENT TO BE COMPLETED BY OR ON BEHALF OF HIRER:			
I AGREE TO BE PRESENT DURING THE HIRING AND TO ABIDE BY THE CONDITIONS OF HIRING (SEE BELOW) AND ANY ACTIONS SPECIFIED IN THE RISK ASSESSMENT (IF REQUIRED).			
SIGNED:	.....		
NAME		DATE	
I GIVE MY CONSENT THAT MY PERSONAL DATA BE HELD & USED BY CHOYD FOR THE PURPOSE OF INFORMING ME OF MATTERS RELATING TO CHOYD, AS DESCRIBED IN THE PRIVACY STATEMENT BELOW. <input type="checkbox"/>			
HIRING FEE	nn hrs @ £15 = £nn	DEPOSIT	£nn (to cover damages/cleaning)
SIGNED FOR & ON BEHALF OF CHOYD		.....	
NAME		DATE	
FOR OFFICE USE ONLY			PAYMENT RECEIVED <input type="checkbox"/>

## 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.