

Coore Memorial Hall Booking Form v3 (email to villagehall@scruton.net)

Session	Private Hire Rate (Parish residents)	Private Hire Rate (Non residents)	Commercial Rate	Required	Cost
8 am to 1 pm	£15 per session	£7.50 per hour Minimum hire: 2 hours	POA		
1 pm to 6 pm	£15 per session	£7.50 per hour Minimum hire: 2 hours	POA		
6 pm to 11 pm	£15 per session	£7.50 per hour Minimum hire: 2 hours	POA		

I wish to hire the Coore Memorial Hall on the following date(s):

Complete this section ONLY if you wish to hire equipment for use OFF SITE (Parish residents ONLY)

Equipment Available for External Hire	Location	Daily Hire Rate	Number required	Cost
Crockery: Dinner & side plates, bowls, cups & saucers Cutlery: Knives, forks, desert spoons, teaspoons Glasses: are not available for external hire	Kitchen	£10 for 60 place settings		
Round Tables: 10 available (4ft diameter)	Garage	£3.00 each		
Folding Tables: 39 available (6ft x 2.5ft)	Garage	£3.00 each		
Plastic folding chairs: 32 available (not padded)	Garage	£0.25 each		

I am a resident of Scruton Parish and wish to hire the items identified above on the following dates:

From (date/time):

To (date/time):

Booking Confirmation

- I have read and agree to abide by the Standard Conditions of Hire and the Conditions of Hire for Equipment.
- I have read and agree to abide by all the Safety Rules, Licencing Regulations and General Rules as set out in the Coore Memorial Hall User Guide.
- I have read the Privacy & Data Protection Notice and agree to my details being used for the purposes described.

Sign: _____

Date: _____

Name: _____

Tel: _____

Payment Details

Payment by Bank Transfer is preferred to: **Coore Memorial Hall** Sort Code **05-06-31** Account **35486339**

Please give the hirer's name as reference. Alternative payment by cash or cheque is also accepted.

Deposit: The Treasurer reserves the right to charge a deposit, payable by bank transfer. If a deposit is paid, it will be refunded by bank transfer provided the hall is left in good condition and any equipment used is returned in a clean state with no damage, or missing items. Please give bank details for return of deposit:

Name:

Sort Code:

Account No:

Standard Conditions of Hire (Amended 7 February 2019)

The Hirer will:

- 1) Be responsible for supervision of the premises, the fabric and the contents, their care, safety from damage however slight or change of any sort; and the behaviour of all persons whatever their capacity, including supervision of car parking arrangements so as to avoid obstruction of the highway.
- 2) Not sub-hire, or use or allow the premises to be used for any unlawful purpose or in any unlawful way or to do anything, or bring onto the premises anything which may endanger same or any insurance policies in respect thereof.
- 3) Nominate a responsible adult to be present at all times during the sale, supply and consumption of alcohol and for the observance of licensing law and any conditions associated with the premises licence.
- 4) Comply with all conditions and regulations made in respect of premises by the Fire, Police, Local Authorities, and Magistrates Court or otherwise, particularly in connection with events which include public dancing or music or other similar public entertainment or stage plays. Times during which music may be played are clearly displayed on the notice boards.

5) Ensure that they have any necessary insurance cover for the purpose for which they hire the premises and that they have carried out an appropriate risk assessment.

6) Indemnify the Committee for the cost of repair of any damage done to any part of the property including the curtilage thereof or the contents of the buildings which may occur during the period of the hiring as a result of the hiring.

7) At the end of the hiring be responsible for leaving the premises and surroundings in a clean and tidy condition, properly locked and secured and any contents temporarily removed from their usual positions properly replaced, otherwise the Committee shall be at liberty to make an additional charge.

The Committee reserves the right to cancel any hiring in the event of the Hall being required for use as a polling station, in which case the Hirer shall be entitled to a refund of any deposit already paid.

If the Hirer cancels the booking before the date of the event and the Committee is unable to conclude a replacement booking, the repayment of any fee is at the discretion of the Committee.

Conditions for External of Hire for Equipment

- 1) Any broken, damaged or missing items must be notified upon return and paid for.
- 2) The period of hire is normally 24 hours, please contact us if you wish a longer period.
- 3) All crockery & cutlery must be returned clean and in the boxes/trays provided (if any).
- 4) Contact us to arrange access to the hall and/or garage for collection and return of items.
- 5) Please return all tables and chairs to the same position in the garage and stacked safely.

Privacy and Data Protection Notice

The Coore Memorial Hall uses personal data for the purposes of managing the Coore Memorial Hall, its hiring, finances, running & ticketing of events, publicity, fundraising, communications with users and maintaining trustee/volunteer records. Data may be retained for up to 7 years for accounts purposes and for longer where required by the Hall's insurers or for legal reasons. Your personal data will not be shared

with third parties unless either for the purposes of managing the hall, or if specific consent has been given, or it is in the public domain or an exemption applies, such as with the Police or when disclosure is required by law. You have the rights to request a copy of the data held about you; to correct/update any information; to have your personal data erased when it is no longer required; or to lodge a complaint.

Contact Details

Email: villagehall@scruton.net

Treasurer (Michele Hargan)

07894 587 262

michelehargan@yahoo.co.uk

Secretary (Stephen Elmer)

07891 744 198

stephen.elmer@scruton.net

Chairman (John Mainwaring-Taylor)

01609 748 617

jmainwaringtaylor@gmail.com

Health & Safety (Andrew Venus)

07511 292 232

andrewvenus@gmail.com

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