

Whimble Victory Hall

(Reg. Charity No. 291496)
www.whimblevictoryhall.org

BOOKING FORM

Booking Secretary: Ali Tierney, 7 Webbers Close, Whimble EX5 2SQ

Tel: 01404 822724

email: ali.tierney1@btinternet.com

1. NAME OF HIRER (minimum age 18)

2. ORGANISATION

3. ACCOUNT TO

4. ADDRESS

5. TELEPHONE (HOME)

6. TELEPHONE (MOBILE)

7. EMAIL

8. PURPOSE OF HIRING

(please tick appropriate boxes)

FUND RAISING	<input type="checkbox"/>	ENTERTAINMENT*	<input type="checkbox"/>
CLUB/SOCIETY	<input type="checkbox"/>	DISCO/DANCE*	<input type="checkbox"/>
CHILD'S PARTY	<input type="checkbox"/>	PRIVATE PARTY	<input type="checkbox"/>
ANY OTHER PURPOSE*	<input type="checkbox"/>		
WILL THERE BE A BAR OR ALCOHOL PROVIDED?	<input type="checkbox"/>	<input type="checkbox"/>	

*The Hall is licensed for live music but does not hold a licence to play recorded music, podcasts or the like. For anything other than a private function the hirer must hold, or should obtain, a PPL licence. See details at www.ppluk.com

9. PLEASE RESERVE THE MAIN HALL(See over for Committee Room and Billiard Room)

DATE	START TIME	FINISH TIME	USE OF KITCHEN
	am/pm	am/pm	Y N
	am/pm	am/pm	Y N
	am/pm	am/pm	Y N
	am/pm	am/pm	Y N
	am/pm	am/pm	Y N
	am/pm	am/pm	Y N

PREPARATION AND CLEARING UP TIME TO BE INCLUDED

If kitchen is required, is this for (please tick one):

Light refreshments (i.e. cups, saucers, glasses)	<input type="checkbox"/>
Full catering (including plates, cutlery)	<input type="checkbox"/>

10. PLEASE RESERVE THE COMMITTEE ROOM

<i>DATE</i>	<i>START TIME</i>	<i>FINISH TIME</i>	<i>USE OF KITCHEN</i>
	am/pm	am/pm	Y N
	am/pm	am/pm	Y N
	am/pm	am/pm	Y N
	am/pm	am/pm	Y N
	am/pm	am/pm	Y N

PREPARATION AND CLEARING UP TIME TO BE INCLUDED

If kitchen is required, is this for (please tick one):

Light refreshments (i.e. cups, saucers, glasses)	<input type="checkbox"/>
Full catering (including plates, cutlery)	<input type="checkbox"/>

11. PLEASE RESERVE THE BILLIARD ROOM

<i>DATE</i>	<i>START TIME</i>	<i>FINISH TIME</i>
	<i>am/pm</i>	<i>am/pm</i>
	<i>am/pm</i>	<i>am/pm</i>
	<i>am/pm</i>	<i>am/pm</i>
	<i>am/pm</i>	<i>am/pm</i>
	<i>am/pm</i>	<i>am/pm</i>

PREPARATION AND CLEARING UP TIME TO BE INCLUDED

12. CONDITIONS

- a. This form confirms the booking unless advised to the contrary within 10 working days.
- b. Any booking may be altered at the discretion of the Management Committee at any time.
- c. The Terms and Condition governing the hiring of the halls, especially in respect of public entertainment, are displayed in the entrance foyer. A copy may be obtained from the Booking Secretary or our website.
- d. **THE LIABILITY OF THE MANAGEMENT COMMITTEE TO THE HIRER IN ANY CIRCUMSTANCE IS LIMITED TO THE REPLACEMENT OF ANY MONIES PAID IN ADVANCE.**
- e. A Temporary Event Notice must be obtained for the sale or supply of alcohol (See Terms and Conditions)
- f. For anything other than a private function the hirer must hold, or should obtain, a PPL licence if any form of recorded music, or other recorded material subject to copyright, is played (See www.ppluk.com).
- g. Hirers must ensure that children and vulnerable adults are properly supervised and protected.
- h. On leaving the hall, you must ensure that all doors and windows are closed, and that lights are switched off. You must also leave the hall in as tidy a condition as you would expect to find it.

I agree to abide by the Terms and Conditions of hire and any statutory licensing requirements.

Signature of Hirer..... Date.....

The Hirer is deemed to be the 'Responsible Person' who will oversee the activities taking place for the period of hire unless another person is nominated and the Booking Secretary informed in writing.

For events involving more than 100 people a second 'Responsible Person' must be appointed and notified to the Booking Secretary.