

Lazonby Village Hall, Penrith, Cumbria. CA10 1AQ

Booking Form Telephone 01768 898252 www.lazonbyvillagehall.co.uk

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|------------------------------|--|------------------------|
| Complete in BLOCK CAPITALS | CONTACT DETAILS of person booking the hall | INVOICE TO BE SENT TO: |
| Name/contact | | |
| Organisation (if applicable) | | |
| Address | | |
| Post Code | | |
| Telephone | | |
| E-mail address | | |

| | |
|---|-------------------|
| Date/s | |
| Time of actual event * Minimum time for booking a room is ONE hour | Start: Finish: |
| Setting up/clearing away | In: Out: |

* The booking charge relates specifically to the hours of the event. There will be no charge for a reasonable amount of time required to set/tidy up, provided the hall is not required by another user. This must be confirmed with the Bookings Secretary. Heating is provided only for the time of hiring, not setting/clearing up time.

Other facilities: please tick as required.

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| Bar | | Wi-fi internet broadband connection £2 | |
| Disco equipment @ £5 per hour. How many hours? _____ | | Tables in the main hall | |
| Stage Lighting | | Flip chart/display board,/projector screen | |

| Minimum time for booking a room is ONE hour. | Number of hours hire (do not include setting up/clearing away time) | Community Use (per hour) (circle choice) | Private/Business (per hour) (circle choice) |
|--|---|--|---|
| Jubilee Room only | | £6 | £8 |
| Main Hall only | | £9 | £12 |
| All facilities | | £15 | £20 |

- All-day bookings will be charged at the relevant rate up to a maximum of 8 hours.
- The community rate only applies to user groups providing a service of benefit to the community and only if the booking is not used to generate profit i.e. for business purposes.
- Private bookings (e.g. Parties, funerals, business use, etc) are charged at the Private Rate.
- If you are unsure which rate applies, or would like to discuss alternative arrangements e.g. wedding, corporate events, multiple day bookings etc, contact the Bookings Secretary, by leaving a message on 01768 898252.
- Business users, i.e. those who book the hall to make a profit for personal gain, MUST provide a copy of their third party insurance policy before a booking will be confirmed. Please see the hirer's guide for more details at www.lazonbyvillagehall.co.uk

PAYMENT

- Cheques should be made payable to "Lazonby Village Hall".
- Bookings made within 6 weeks of the event should be paid in full and included with the booking form, by either cash or cheque.
- A 50% deposit is required for bookings made more than six weeks before the event. The balance must then be paid in full six weeks prior to the booking.
- Deposit refundable at the discretion of the committee.
- Regular bookings will be invoiced monthly.
- The booking is not confirmed until payment/deposit is received.
- Users must give 48 hours notice to cancel a session, by leaving a message with the booking secretary on 01768 898252. If sessions are cancelled with less than 48 hours notice you will be charged for the session.
- In the event of a cancellation the Hirer is responsible for the payment of any expenses incurred by the Hall Committee in preparation for the session/event/function e.g. bar supplies.

Please tick and complete as appropriate

My event is more than six weeks away from the time of booking, therefore I enclose a 50% deposit of £_____. I agree to pay the balance of £_____ by (date) _____, six weeks prior to my event to be held on (date)_____.

I enclose the full amount of £_____ in payment for my booking

This is a regular booking i.e. weekly/fortnightly/monthly requiring a monthly invoice. (Regular users must complete a booking form each year)

This is a business booking and I have provided a copy of my third party insurance policy previously/now in order to comply with the requirements of the Hall's public liability insurance policy. I confirm that my policy is up to date.

Please briefly describe the purpose of your booking: _____

I have received, read and understood the contents of the HIRER'S GUIDE and agree to be bound by the conditions and requirements therein.

I also agree to take responsibility for members of my user group adhering to the said terms and conditions.

Name: (BLOCK CAPITALS PLEASE) _____

Signed: _____ Date: _____

Office Use Only

Cash

Cheque

Invoice

The Village Hall Committee is collecting data about the different categories of use of the Hall, for the purposes of making grant applications to refurbish the hall's facilities.

Please tick the category that best fits your event and return with the booking form.

Thank you for your assistance.

| <u>Civic event</u> All activity open to the public which supports civic and/or community life <ul style="list-style-type: none"> • fete, sale, festival, show • Public meeting • Open meeting held by a political party or campaign group • Election | <u>Social event (individuals)</u> <ul style="list-style-type: none"> • Services that give direct benefit to individuals e.g adult education, colleges, childcare and learning opportunities. • Health and welfare. | <u>Social support (groups)</u> Clubs and activities that provide benefit to individuals through group participation <ul style="list-style-type: none"> • Youth clubs • Parent and toddler groups • Luncheon clubs • Elderly persons' clubs • Self-help groups of any kind. | <u>Social interest</u> Clubs related to a specific interest: <ul style="list-style-type: none"> • Sports activities such as badminton or bowls • Games such as whist, or bridge • Drama, music or arts groups • Interest groups such as history or gardening • Structured social groups such as the Mothers' Union, Young Farmers, Gingerbread and the Women's Institute. | <u>Private event</u> Events run for private benefit, not open to the public: <ul style="list-style-type: none"> • Weddings • Private parties • Commercial bookings. |
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