

Riding Mill Village Halls

email: rmvillagehalls@gmail.com

BOOKING FORM

Name:

Organisation (if different from above)
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Address with postcode:

Telephone	Mobile	Email
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Parish Hall	Main Hall	
	Supper room	
	Main Hall and Supper room	
	Kitchen for preparing/cooking food	
	Projector/screen Sound/PA system	Y/N Y/N
	Is alcohol being provided free or for sale? <i>Note: if alcohol is served, the hirer agrees to be present to comply with the alcohol licence terms and conditions</i>	Free/on sale/ no alcohol
Millennium Hall	<i>Alcohol cannot be sold or supplied at the Millennium Hall</i>	

Purpose of hire eg children's party, training	Number of people (max)
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Private or public function?	
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Date(s) required	Time from:	Time to:
	<i>Note: min 1 hour booking; must include time to set up and clear away</i>	

Any other details or requests:

Please list any equipment/entertainment you will be bringing to the hall eg catering equipment, lights, disco, band etc. *All electrical equipment must be PAT tested, and any other equipment used must be safe and fit for purpose. If hiring in equipment from a third party, we will need to see a copy of their public liability insurance. No inflatables permitted.*

Please state full name and address, website and contact details of any third-party contractors who will provide services eg caterers/bar.

It is a condition of this hire that you (as the hirer) comply with all our Terms and Conditions [link] which cover public safety, legal compliance, and safeguarding. By signing this form, you are confirming that you have read and understood them. Please raise any queries with the Booking Secretary or any of the RMVHs Trustees. This booking is NOT confirmed until we have received and acknowledged the Booking Form. Any arrangements made prior to this are at your own risk.

Signed:	Date:
Name (printed):	

Please return this form to the RMVHs Booking Secretary: rmvillagehalls@gmail.com
The hire fee will be quoted by email in accordance with the RMVHs Hire Charges.
Note: charges are reviewed annually (1 September) so the hire fee quoted will be for the current rate. The price charged will be that applicable on the date of use.

Terms and Conditions can be found on our website or provided on request.

IMPORTANT END OF HIRE

The hirer is responsible for leaving the premises and surrounding area in a clean and tidy condition. Any excess rubbish (more than one bag), and any bottles, must be taken away by the hirer for disposal. Any damages or breakages should be reported to the Booking Secretary or one of the Trustees.

Please ensure that internal doors are closed, lights etc are switched off, taps turned off and all hall equipment is returned to its normal storage location. Ensure all windows are closed and external doors are locked.