

**ALL SAINTS' YOUTH & COMMUNITY HALL
BOOKING REQUEST FORM - 2020**

Name of Hirer or Hiring Organisation: _____

Contact Name: _____

Position in Organisation: _____

Address: _____

Tel No: _____

Email: _____

Purpose of Hire: _____

Approximate numbers attending: Adults: _____ Children: _____

Room(s) required (tick): Main Hall £14 per hour Kneller Room £10 per hour
 Clements' Room £8 per hour Kitchen £2 per hour

Single Booking – Date of Hire: / / Time of Hire: From: _____ To: _____

Regular Booking – Day(s) of Hire: _____

Time of Hire – From: _____ To: _____

Commencing Date: / / Final Date: / / or Ongoing (tick)

Do you require bookings term time only? Yes/No

Please ensure you leave sufficient time for setting up and clearing away.

- I accept all responsibility and agree to be in attendance throughout the event. I accept that no alcoholic liquor will be sold in the Hall or adjacent land and there will be no smoking in the Hall.
- I agree to abide by the Terms & Conditions of Hire as set out in the Booking Agreement, a copy of which I have received and read.
- I agree to ASYCH holding my data on file until the booking has expired in accordance with GDPR regulations.
- I agree to have a risk assessment in place.
- I agree to be a contact for NHS Test and Trace.

Please note: A refundable cash deposit of £100 is required as security against damages.

Signed: _____

Date: / /

<i>For Office Use Only:</i>	
Deposit Received: / / £ _____	Booking Confirmation Sent: / /
Deposit Returned: _____	
Hire Fee Paid: / / £ _____	Website Entry: / /
Website Details: _____	