

DRAYCOTT MEMORIAL HALL – BOOKING APPLICATION AND HIRE AGREEMENT

I hereby make application for use of Draycott Memorial Hall on (date)

from to (times) for the purpose of

.....(please be specific)

NOTE; Regular users please state time and dates of regular use – for example 7pm – 9pm every Thursday or 7-9pm every third Thursday of the month

Please tick all Facilities Required:

Main Hall	
Kitchen	
Corrick Room	

Will the event be open to the public?	YES / NO
Will tickets be sold?	YES / NO
Will you be using performed or recorded music?	YES / NO
If yes please indicate type – band, disco, etc	
Will you be serving or selling alcoholic beverages? If yes, please see Condition 4 below & sections 3 and 21 of conditions of hire	YES*/ NO
Will attendees bring their own alcohol?	YES / NO
Do you need the use of the loop system?	YES / NO
Will food be provided?	YES / NO
Will films be shown?	YES / NO

3. You agree not to exceed the maximum permitted number of people per room including the organisers/performers- see paragraph 27 in the conditions of hire; Please give the numbers of people attending your event below;

Main hall:

Corrick Room:

4. The hall does not have a licence: with the Performing Right Society (PRS) for the performance of copyright music or from Phonographic Performance Licence (PPL).

4.1 We have a Premises Licence authorising regulated entertainment only. You hereby acknowledge receipt of a copy of the conditions of the Premises Licence and/or Operating Schedule for the premises, in accordance with which the hiring must be undertaken, and agree to apply with all obligations therein.

(i) You agree that if regulated entertainment, not covered by our Premises Licence, is to be held you must obtain our consent to give notice of a TEN to the licensing authority. We will advise if a TEN is not needed.

(ii) You agree to give us notice of your intention to provide alcohol at the event and to give notice of a TEN to the licensing authority.

If you fail to comply with (i) or (ii) above, we will cancel the hiring without compensation. This is because there is a limit on the number of TENs that can be granted annually for any premises. Lack of co-operation could affect future fundraising by us and by local voluntary organisations.

5. You agree with us to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.

6. We and you hereby agree that the Standard Conditions of Hire (see below), together with any additional conditions imposed under the Premises Licence or that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.

7. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

I, THE HIRER, have read and accept the conditions of hire and herewith agree

to pay a deposit of £..... (1/3 of hire charge) and Bond of £ (not applicable to regular hirers)

(The bond is returnable only on satisfactory completion of the contract)

I undertake to pay the balance of the hire fee of £at least 28 days in advance of the event.

I understand the total charge for the hire of the Hall is £

My signature below confirms acceptance of the conditions of hire on pages 1-6 of this document.

THE HIRER. (Block Capitals please)

Name	
Address	
Telephone Number	
Organisation	
BOOKING SECRETARY	Mrs Sarah Knight
	Dovecote, Wet Lane, Draycott, Cheddar, BS27 3TG
	Tel. 07851 410459 or email to snazzysheep@gmail.com

The answers on this page form part of the contract and any misrepresentation will invalidate the contract.

Signed by THE HIRER

Date

Additional conditions of hire during Covid 19 conditions of use – please see next page

DRAYCOTT MEMORIAL HALL
ADDITIONAL NOTES REGARDING THE BOOKING FORM RELATING TO COVID 19

NOTES

1. Please note that during Covid 19 conditions of hire, there are special conditions of hire which have to be agreed and signed in addition to this booking form. For further information please contact the Booking Secretary.
2. During Covid 19 conditions of hire – the kitchen area and it's facilities will not be available. Hirers will be advised when this condition of hire is changed.
3. During Covid 19 conditions of hire – the Corrick Room will not be available for hire – this will be used as an isolation area. Hirers will be advised when this condition of hire is changed.
4. During Covid 19 conditions of hire – the number of persons allowed in the hall at any one time must not exceed 30 persons. Hirers will be advised when this condition is changed.