

## Booking Enquiry Form

***Haworth Village Hall is run as a not-for profit company staffed entirely by volunteers and funded entirely by room hire, bar sales and grant funding. If you wish to hire Haworth Village Hall then please use the following process:***

1. Complete and return the form below.
2. We will then confirm availability of the hall *and* appropriate staffing by email, unless otherwise indicated. At this point your booking remains valid for 14 calendar days. After that you will not need to submit a new form, but we reserve the right to pass the booking to new enquiries.
3. Upon confirmation, we will ask you to pay for the hall in advance. If your event is more than six weeks away, we require 50% of the fee and the balance by six weeks before. If it is closer than 6 weeks, we require the amount in full. This is non-refundable.
4. In some situations (e.g. for child protection or in case of activities that may damage the hall), we will need you to provide further evidence or returnable deposits.

**When signing this form, please note that this implies you agree with terms of hire and data protection statements found at the base of the form.**

All Entries marked \* must be completed

### Hirer's Details

Name of Hirer: *		
Address: *		
Please Tick Best Contact	Email:	
	Tel No:	
	Mobile:	
Name of person running session (if different from above):		
Address: *		
Please Tick Best Contact	Email:	
	Tel No:	
	Mobile:	
Title and very brief summary of event:		
How did you hear about Haworth Village Hall?		

## Hire Requirements

Is this event open to the public? <i>Delete as appropriate *</i>	Yes / No <b><i>If yes, by signing this form you agree that you have all relevant risk assessments, insurance and licenses and, if using subcontractors, you have also ensured they have the relevant documentation.</i></b>		
Will you require extra staff (e.g. marshals, security etc) from the village hall? If so, please give details <i>NB: A charge may be made for this service</i>			
Room/Rooms required: <i>Please tick or circle the rooms you need *</i>	Main Hall Kitchen & Cafe Area Stage & Backstage Bar Seating		
<p>Prices for are booked per session, which run from: 8am-12noon, 12.30pm, 4.30pm, 5pm – 9pm</p> <p>Mon 8am – Fri 5pm: £50 per session or part of session</p> <p>Fri 5pm – Sun 9pm: £70 per session or part of session</p> <p>Full day (8am – 9pm): Mon-Thu: £140, Fri, £160, Sat or Sun, £200</p> <p>9pm – Midnight extension £20</p> <p>Fri 5pm – Sun Midnight exclusive use £500</p>			
Date from:		Date to: <i>(please state "ongoing" if ongoing)</i>	
Time to open hall:		Time of hall closure:	
Time of event:		Time of event finish:	
Other requirements: <i>(Setup/Chairs/tables/catering/bouncy castles etc)</i>		Setup (cafe, theatre, market other)	
Will you need a bar? NOTE: There is no cost for a bar and you <u>cannot</u> bring or serve your own alcohol in the hall. If you wish to serve alcohol you must use our bar			Yes / No
Will you, a charity or anyone else be making a profit from this event? Will you be charging entry or renting out further space in order to cover costs? Even if no profit is made, will charges be made or monies exchanged at this event?			Yes / No Yes / No Yes / No

Room Hire:	£	Deposit: <small>(payable if more than six weeks in advance)</small>	£	Full Amount Due: Amount: <small>(Office Use Only ) Paid?</small>	Yes/No
Other Charges:					
If additional charges are due prior to the event, Haworth Village Hall will send you a separate bill					
TOTAL					



Office use: Booking Ref No

Date of Enquiry:

Please return this form to [events@haworthvillagehub.org.uk](mailto:events@haworthvillagehub.org.uk) or drop it in at Worth Valley Contact Point, 28 Changegate, Haworth, 01535 644001

**Conditions of Hire:**

*The committee (hereafter referred to as Haworth Village Hall) reserve the right to:*

- Refuse any booking without giving reasons or entering into additional correspondence
- Request additional evidence, waivers, charges or returnable deposits in relation to your hire of the hall
- Terminate this agreement (with a full refund) without further reason at any time
- Terminate this agreement without refund at any time if you are found to have broken the terms of this agreement
- Demand additional charges after your event if you fail to keep to the terms of this agreement

*Haworth Village Hall will:*

- Provide you with a hall that reasonably clean and is safe to use based on reasonable expectations with access to water, toilets, heating and electricity. Every effort will be made to provide access to WiFi and basic kitchen equipment, however Haworth Village Hall do not provide this as a guaranteed service.
- Provide brushes, dustpans, and bins for cleaning. If a vacuum cleaner may be required, please ask for one at opening.
- Provide a member of staff (as appointed by the committee) to unlock the centre at the agreed opening time who will return to lock up at the close time and a contact number in between, unless by prior agreement.
- Advise you within 14 calendar days of closing the hall if additional charges are due for violation of this agreement
- Reserve the right to remove, dispose of, sell, give away damage or destroy anything left in the hall after it has been closed following the event (though lost property will normally be retained for at least a fortnight)
- Provide a reasonable number of chairs and tables
- Set up the hall as agreed above (and only if agreed above).

*The hirer (as named above) will for the duration of their time of hiring (the event):*

- Complete the information on the booking form accurately and without deliberate intent to mislead or deceive
- Not hire or attempt to hire the hall for an event that will break any UK legislation or go against the equalities policy of the hall
- Not sub-let, rent space in the hall or make a profit for themselves or others from the booking unless this is the stated aim of the event
- Take full personal or corporate responsibility for the terms of this agreement being observed, including ensuring relevant planning for capacity and potential issues around security or monitoring of compliance and ensuring that all those in attendance have complied with relevant insurance, safeguarding or other legislation or practice
- Pay the amount(s) requested by the dates noted above
- Will be present in person within five minutes of the opening time stated
- Will have the hall prepared for closing at the agreed closing time
- Sweep away and remove any rubbish, wash up cups, flush and clean toilets and provide any equipment not supplied as may be necessary to ensure the hall is left clean and tidy
- Ensure that alcohol is not brought onto the premises (including the outside land)
- Ensure that the consumption of prohibited substances does not take place during the event and that smoking does not take place in the building.
- Ensure that access to the event is restricted to those allowed to attend (the visitors)
- Ensure that the conduct of visitors, the presentation of the hall (set up etc) and the operation of the hall is safe and legal at all times
- Pay in full for any damage to the hall or cleaning needs that arise during the event
- Pay in full for any cleaning, administration, legal or other costs amounted as a result of their failure to comply with this agreement.
- Sign in the Hirer / their representative in the sign in book and maintain a record of all those at the event (unless open to the public)
- Fully record any accident, damage or potential breach of the law and report this to the member of staff upon closure
- Take full responsibility for safeguarding children in line with the displayed child protection policy
- Ensure that at least one person present has a working mobile phone with signal and credit for emergency use
- Follow the directions of the member of staff or the committee at any time while in the hall or its grounds
- Not convey or transfer responsibility for access or the event to any person, nor attempt to copy keys or access codes
- Set up and clear away tables and chairs unless by prior agreement
- Supply (and arrange the swift return of) additional furniture that may be required. Haworth Village Hall may be able to undertake this work for an additional fee.

**Data Protection:**

Haworth Village Hall Ltd (the Company), as not-for-profit organisation that only process information necessary to provide or administer activities for people using the hall, is exempt from the ICO registration fee, but bound by Data Protection Regulation and our GDPR Policy. This form only collects information used for your booking. It will be stored for six months following your final booking as a Word, PDF or ICAL file on a secure drive in line with Google’s data security policy. The data on this form will be made available to a member of staff or volunteer appointed by the Company for opening and closing on the day. To withdraw permission, please email [events@haworthvillagehall.org.uk](mailto:events@haworthvillagehall.org.uk). Please note that if you withdraw permission, we may not be able to honour a forthcoming booking.

**I, the hirer named on this form, agree to the terms of hire and data protection.**

<b>Signed</b>	<b>Date:</b>
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Please pay by cheque made payable to “Haworth Village Hall” or by BACS to account S/C 09-01-28 A/N 75734599, using your name as reference