

Carlton Village Hall Booking Form

Registered charity no. 523536

(Please note that bookings can only be accepted from persons over 18 years old)

NAME OF HIRER Tel:

ADDRESS

..... POST CODE

DATE REQUIRED TIME FROM TO.....

NB. A period of 30 minutes free of charge is allowed both before and after the function for preparation and clearing up. This is not included in the times stated above. If extra time is required for this purpose then a longer period must be booked and paid for at standard rate. Should you require a cleaning service this can be arranged at a cost of £20.00.

DO YOU REQUIRE THE ADDITIONAL CLEANING SERVICE? YES / NO (delete as necessary)
(NB. This cleaning service provides 1 person for up to 2 hours.
The hall must already be tidy with chairs and tables stacked, crockery and cutlery returned to the kitchen, etc. If the remaining cleaning cannot be completed in 2 hours the deposit will be withheld.

PURPOSE OF FUNCTION

NO. OF GUESTS (Adults) (Children)
(NB. Fire regulations state that no more than 135 people in total may be in the hall at any one time.)

DO YOU REQUIRE BAR FACILITIES? YES / NO (delete as necessary)
(6 weeks' notice required to guarantee provision of bar.
No bar available for 18th and 21st parties)
If the bar is required then provision of your own additional drinks can be negotiated in certain circumstances, eg. Welcome Drink/Champagne Reception. Provision of further alcohol will attract a corkage charge of £5 per bottle. Any alcohol you do provide yourself must be served from behind the bar due to licensing constraints. Any issues arising from abuse of these terms will result in the deposit being withheld.

IF YES, PLEASE STATE TIMES TIME FROM TO

(NB. You must apply for a bar at least 6 weeks before the Function.)
Please give details of four responsible adults who will be present.

NAME ADDRESS

NAME ADDRESS

NAME ADDRESS

NAME ADDRESS

Charges

RETURNABLE DEPOSIT £50.00 ENCLOSED £.....
 OR
 RETURNABLE DEPOSIT 18th and 21st parties £100.00 ENCLOSED £.....

To be returned by cheque after Function if hall is left as found.

BAR FEE (if required) per shift (up to 5 hours) £50.00 ENCLOSED £.....
 Additional part shifts can be provided at additional cost.
 Not available for 18th and 21st parties.

Use of PA/Sound System/Lighting £10.00 ENCLOSED £.....
 (Note: Call Kate James on 01405 862245 to arrange setup
 at least 3 days prior to event)

NO. OF HOURS – MAIN HALL £15.00 X £.....

NO. OF HOURS – COMMITTEE ROOM £10.00 X £.....

CLEANING SERVICE £20.00 £.....
 (Cleaning applies AFTER the hall and kitchen have been
 tidied including stacking of chairs and tables and washing
 up of crockery and cutlery). Cleaning should be achievable
 by 1 person within 2 hours or deposit will be withheld.

TOTAL COST OF HIRE £.....

Please make cheques payable to: CARLTON VILLAGE HALL

The hirer is responsible for any damage and for leaving the Village Hall in a clean and tidy condition.
 Breakages and damages should be notified to the caretaker and will be charged for.

PLEASE TAKE HOME AS MUCH RUBBISH AS POSSIBLE.

NO FIRM BOOKING WILL BE MADE UNLESS THE DEPOSIT AND BAR FEE (if required) ARE RETURNED WITH THIS FORM. THE BALANCE MUST BE PAID **NO LATER THAN ONE WEEK PRIOR TO THE FUNCTION.** Carlton Village Hall reserves the right to cancel or change a booking at any time.

Health and Safety

The Hirer must conduct their own health and safety assessment in accordance with the Management of Health and Safety Regulations 1999. All conditions attaching to the granting of Public Entertainment and Theatre Licences must be strictly observed. Nothing shall be done that will endanger the safety of people in the hall or render invalid the policies of insurance relating to the hall or contents and in particular:

- (a) Obstructions must not be placed in exits.
- (b) Fire appliances must be kept in their proper places and used for no other purpose.
- (c) Please do not stick anything on the walls or the floor and use the wall boards provided.

PLEASE KEEP A NOTE OF THE FOLLOWING IN CASE OF PROBLEMS ON THE DAY:

Caretaker	ALYSON ARCHER,	21 The Link, Carlton, Goole	07582 616288
Bookings	SUZANNE WILSON,	5 Church Lane, Carlton, Goole	01405 869367
			07443 004369
Treasurer	ARNOLD FENTON,	Manor Croft, Low Street, Carlton, Goole	01405 861644
Sound/Lighting	KATE JAMES,	3 Beaumont Close, Carlton, Goole	01405 862245
			07771 551116

Carlton Village Hall Booking Form – Balance Payment Slip

Please retain this slip to return with the balance of your payment at least **one week prior** to the event.

Name Date of Hire

Deposit £50 (£100 for 18th and 21st Parties) £..... Paid

Bar fee (if required) @ £50.00 (up to 5 hour shift) £..... Paid

Use of PA/Sound System/Lighting £..... Paid

Cleaning service @ £20.00 (if required) £.....

..... hours Main Hall hire @ £15.00 per hour £.....

..... hours Committee Room hire @ £10.00 per hour £.....

Balance due one week prior to event TOTAL due £.....

Please make cheques payable to: Carlton Village Hall

Send to: Suzanne Wilson
 5 Church Lane
 Carlton
 Goole
 DN14 9PB

01405 869367
07443 004369

Caretaker: Alyson Archer
 21 The Link
 Carlton
 Goole
 DN14 9QE

07582 616288

Carlton Village Hall

FIRE ACTION

In the event of Fire or other Emergency, leave the building by the nearest available safe exit.

The Fire Assembly point is located on the grassed area between the Village Hall and Low Street.

Contact the Emergency Services by dialling **999** and giving the following address:

Carlton Village Hall, Church Lane, Carlton, Goole DN14 9PB

UNDER NO CIRCUMSTANCES MUST THE BUILDING BE RE-ENTERED UNTIL YOU ARE ADVISED THAT IT IS SAFE TO DO SO BY THE EMERGENCY SERVICES

Carlton Village Hall Fire Plan

