



# HOLYBROOK PARISH COUNCIL

Serving the communities of Beansheaf Farm and Fords Farm

## BEANSHEAF CENTRE - REGULAR HIRE BOOKING FORM

Please note that completed bookings forms and related documents are kept and stored securely by the Parish Council for a period of 7 years for accounting and auditing purposes.

### About You:

<b>Organisation:</b>	
<b>Contact Name:</b>	
<b>Reason for hire/class activity:</b>	
<b>Address and Postcode:</b>	
<b>Preferred Contact Telephone Number:</b>	
<b>E-mail Address:</b>	
<b>Web address:</b>	
<b>Invoice address (if different from above)</b>	

### Hire: Required hire day(s) and times

<b>Monday:</b>	<b>Start time:</b>	<b>Finish time:</b>	<b>Room:</b>
<b>Tuesday:</b>	<b>Start time:</b>	<b>Finish time:</b>	<b>Room:</b>
<b>Wednesday:</b>	<b>Start time:</b>	<b>Finish time:</b>	<b>Room:</b>
<b>Thursday:</b>	<b>Start time:</b>	<b>Finish time:</b>	<b>Room:</b>
<b>Friday:</b>	<b>Start time:</b>	<b>Finish time:</b>	<b>Room:</b>
<b>Saturday:</b>	<b>Start time:</b>	<b>Finish time:</b>	<b>Room:</b>
<b>Sunday:</b>	<b>Start time:</b>	<b>Finish time:</b>	<b>Room:</b>

### : Frequency

<b>Weekly:</b>	<b>Term Time Only:</b>	<b>Once a month:</b>	<b>Other:</b>
<b>If 'Other' please detail:</b>			

**: Licences and Insurance**

(please note that you are responsible for ensuring that you hold all of the appropriate insurances and licences required for the purpose of your hire)

<b>Will the hire involve any activity included in the Centre's Premises Licence?</b>			
<b>Will the hire involve music for which licences are required?</b>			
<b>If YES, I confirm that I hold the appropriate licence</b>			
<b>I confirm that I have the appropriate validated insurance cover for the classes/group that I am running.</b>			
<b>I confirm that I have an appropriate and up-to-date Risk Assessment for the classes/group that I am running</b>			
<b>Will any sub-contractors (e.g. caterers, entertainers) be involved? <i>If yes please give details below:</i></b>			
Name of Company			
Address of Company			
Contact Name		Phone number	
If there is more than one contractor indicate here and add details on separate sheet			

**I confirm that I am over 21 year old and I have read and understood the 'Conditions of Hire' for the Beansheaf Centre and will comply with them. I understand the Council will review the Condition of Hire from time-to-time and I will be kept up-to-date with any changes**

**Authorised Signatory:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**IMPORTANT NOTES:**

- Regular hire fees are payable one month in advance. Failure to make prompt payment may result in the hired room being locked to you;
- If you are experiencing any problems with your regular booking, please ensure that you contact: bookings@holybrook-pc.gov.uk as soon as possible. The Parish Council will endeavour to help if possible/within reason;
- Regular hirers will be asked to complete a new booking form once per financial year confirming their contact and booking details (failure to complete this form may result in the loss of your hire day/time);
- **Unless advised otherwise, and in advance of your booking** (see condition of hire for cancellation policy details), it will be taken that you will be using your booked hall during the time period stated on your booking form and you will be charged accordingly.