



HOLYBROOK PARISH COUNCIL

Proudly serving the residents of Holybrook since 2000

BEANSHEAF CENTRE – REGULAR HIRER BOOKING FORM

Booking forms and related documents are securely stored by the Parish Council for 7 years for accounting and auditing purposes.

Hirer Information:

Organisation:

Contact Name:

Address:

Postcode:

Contact Telephone Number:

E-mail Address:

Invoice address (if different to postal address):

Booking Details:

Reason for Hire:

Hire requirements:

Day(s): Monday Tuesday Wednesday Thursday Friday Saturday Sunday

Start Time:

End Time:

Room:

Frequency: Weekly Bi-weekly Monthly Bi-Monthly

Term Time only: Yes No

Maximum expected number of attendees:

Licences:

Will your class/activity involve any of the following:

Sale of alcohol

Live sporting event

Music (live or recorded)

Use of TV services

I confirm that I have the following in place and that it is up-to-date, appropriate and valid:

Insurance

Risk Assessment

Music Licence

Food Hygiene Certificate

Other

If other please explain:

Will your hire involve sub-contractors: Yes No

If yes, please provide their details here including company name, address etc:

Terms and Confirmation:

- I confirm that I am over 21 years old and have read and understood the 'Conditions of Hire' for the Beansheaf Centre, and I agree to comply with them.
- I understand that full hire cost must be paid in advance of hire monthly.

Authorised Signatory (for Organisation/Company):

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.