

NORTH CADBURY VILLAGE HALL

Registered Charity No 304592

REGULAR BOOKING CONTRACT

Parties:

1. North Cadbury Village Hall

Booking Secretary:	Hall Cottage 21 Woolston Road North Cadbury BA22 7DW	Treasurer:	Andrew Bentley 3 Marina Cottages Castle Cary BA7 7AT
Telephone:	07468 484281	Telephone:	01963 351629
Email:	bookings@northcadburyvillagehall.org.uk	Email:	treasurer@northcadburyvillagehall.org.uk

2. The Hirer (If an Organisation, its Authorized Representative must be aged 18 or over).

PLEASE PRINT

Invoice To, if different from Hirer

Hirer		
Contact		
Address		
Post Code		
Telephone		
Email		

Privacy Notice: North Cadbury Village Hall uses personal data for the purposes of managing the hall, its bookings and finances, running and marketing events at the hall, and for its fundraising activities. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. We will not share your information with any other organization without your explicit consent, or unless required to do so by law. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, then please contact the Booking Secretary or Treasurer.

If you would like to be kept informed, via email, about events held at the hall then please tick this box

I wish to book **MAIN HALL** **READING ROOM** (tick as required)

All rooms are non-smoking

Day(s) required Mon Tue Wed Thu Fri Sat Sun

Frequency: Weekly Monthly

Times Required	From		To	
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The period of hire must include the time taken to prepare for your function and clear up afterwards.

Period(s) of Hire

From	To	From	To

Record here any additional dates / times required outside of regular booking

PTO

Type of function to be held	
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Premises Licence North Cadbury Village Hall Committee

The Village Hall has a Premises License authorising the following regulated entertainment and licensable activities. A copy of the Licensing Regulations is available and form part of this Booking Contract.

Please tick which of these licensable activities will take place at your event. (if any)

<input type="checkbox"/>	a) The performance of plays	<input type="checkbox"/>	f) Other entertainment activity
<input type="checkbox"/>	b) Indoor sporting events	<input type="checkbox"/>	g) Making Music
<input type="checkbox"/>	c) The performance of live music	<input type="checkbox"/>	h) Dancing
<input type="checkbox"/>	d) The playing of live music	<input type="checkbox"/>	i) The provision of late-night refreshment
<input type="checkbox"/>	e) The performance of dance	<input type="checkbox"/>	j) The sale of alcohol

If you have indicated that alcohol is to be consumed at your event you will need to complete the Special Conditions Alcohol Form.

P.A. System & Hearing Loop (your own equipment may be linked in using Bluetooth)

Please tick if you require... P.A. System Hearing Loop

Hire Charges include Heating & Lighting and use of tables, chairs, crockery & kitchen equipment and Hearing Loop / PA System

Hire charges	Main Hall ~ including Stage & Kitchen	£12.00 per hour
	Reading Room ~ including Kitchenette	£9.50 per hour
	Bar (or consumption of alcohol)	£15.00 Hall has a license for alcohol (so no other license is required)
	Theatrical Stage Lights and / or Heaters	£10.00 per Event Tick if required <input type="checkbox"/>

The Hirer shall pay the hire fee promptly on receipt of invoice.

Please return this Contract to the Booking Secretary to confirm the booking.

A copy of the completed Contract signed on behalf of North Cadbury Village Hall will be returned to you.

It is a condition of the North Cadbury Village Hall’s Booking Contract Conditions and a requirement of the Premises License granted under the Licensing Act 2003 that the Hirer, in person or through its authorized representative or a responsible person aged 18 or over authorized by the Hirer, be present at every event.

This Contract includes the North Cadbury Village Hall ‘Booking Contract Standard Conditions’ and, if applicable, Special Conditions Alcohol.

By signing this form The Hirer confirms acceptance of these conditions, and that The Hirer has read and agrees to the Children and Vulnerable Adult Protection Policy on display in the entrance to the Hall or available from the Booking Secretary on request.

The Hirer will notify the Hall Treasurer or Booking Secretary if there are any changes to the information supplied.

Signed by Hirer

Signature	Name (please print)	Date
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Confirmed on behalf of **North Cadbury Village Hall**

Signature	Name (please print)	Date
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