Please ensure that prior to completing and **signing** this form on pa**ge 2**, you have read the Coates Village Hall Booking Information and Conditions of Hire (available on the website at[www.coatesparish.org.uk/village-hall/hiring-the-hall](http://www.coatesparish.org.uk/village-hall/hiring-the-hall)) or from a booking trustee.

|  |  |  |  |
| --- | --- | --- | --- |
| **Customer Details:**  **Data Protection: Please tick to confirm your agreement that your personal details will be retained and may be used in accordance with clause 3 of the Village HallBooking Information and Conditions of Hire.□** | | | |
| First Name |  | Surname |  |
|  | | | |
| Group/Charity/Business or Organisation Namee.g. Gardening Club  Charity Registration Number: | |  | |
|  | | | |
|  | Address of Customer | | Billing Address (if invoicing has been agreed)1 |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Post Code |  | |  |
| Tel: |  | |  |
| e. mail |  | |  |
| *1Invoicing arrangements must be agreed with the Treasurer: Mrs Diana Crane: Tel: 01285 770 976* | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Event Details : Name of Event: | | | | | | | |
| Rooms Required please tick (√) | | | | | | | |
| Meeting Room: | |  | Hall: | Hall &Kitchen: | | *Access to the kitchen is only available if the hall is also booked.* | |
| *Limited car parking is available when booking either room.* | | | | | | | |
|  | | | | | | | |
| Bar: The Village Club operate a bar at the hall at certain times; the bar is run by volunteers and thus special booking arrangements apply. If you are considering booking the bar please discuss this with the Booking Officer in the first instance. | | | | | | | |
| *Note. If the bar facilities are booked outside of normal opening hours the meeting room charge will be applied for the additional hours booked.* | | | | | | | |
|  | | | | | | | |
| Start Date | End Date | | | Start Time | End Time | Day of Week | Recurring Booking? (√) |
|  |  | | |  |  |  |  |
|  |  | | |  |  |  |  |
|  |  | | |  |  |  |  |
|  |  | | |  |  |  |  |
|  |  | | |  |  |  |  |
|  |  | | |  |  |  |  |
| Other information/request? | | | | | | | |
| No. of People Attending: | | | | Private or Public Event? | | | |
|  | | | |  | | | |
| Will alcohol be sold, supplied or served? YES/**NO** *If YES please also complete the details overleaf.* | | | | | | | |

**Sale, Supply and/or the Consumption of Alcohol**

Note that the Charity Commission requires that a ‘commercial tariff’ is charged for any event at which alcohol is sold.Please see Coates Village Hall Booking Information and Conditions of Hire for further information regarding the provision of alcohol.

|  |  |
| --- | --- |
| Name and address of all persons who will sell, supply or serve alcoholic drinks: | |
| First Name | Surname |
|  | |
|  | |
|  | |
|  | |

|  |  |  |
| --- | --- | --- |
| |  | | --- | | I confirm that all persons listed above are over 18 years old.I confirm that the Principal, as well as all persons authorised to sell, supply or serve alcohol are responsible for ensuring that alcoholic drinks are not sold, supplied, served or given to anyone under 18 years of age. | | ***Signature of Event Organiser***  ***Date:*** | |

|  |
| --- |
| ***To be completed by a Coates Village Hall Committee Trustee***  All persons named above have been advised of the terms of the Coates Village Hall Premise License and the Licensing Act 2003 (set out in the Coates Village Hall Booking Information and Conditions of Hire) as they relate to this/these Events and I authorise them to sell, supply or serve alcohol at the Event. |
| ***Name, Address, Signature of Trustee***  ***Date:*** |
| **Returning this Form -** The signed form with payment must be sent toa booking trustee, no later than one week before the event (unless invoicing is agreed). |
|  |
| **I agree to the conditions of hire as laid down in the Coates Village Hall Booking Information and Conditions of Hire and the Security and Housekeeping Checklist.**  ***Signature of Event Organiser:***  ***Date:*** |