**Please ensure that prior to completing and signing this form, 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 officer).**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Customer Details:** | | | | |
| First Name |  | | Surname |  |
|  | | | | |
| **Group/Charity/Business or Organisation Name**  **Charity Registration Number** | |  | | |
|  | | | | |
|  | Address of Customer | | | Billing Address |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
|  |  | | |  |
| Post Code |  | | |  |
| Telephone |  | | |  |
| email |  | | |  |
| **□ 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 Hall Booking Information and Conditions of Hire.** | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Event: | | | | |
| Please tick (√) the Rooms Required | | | | |
| HALL |  | HALL AND KITCHEN | MEETING ROOM\* | *Access to the kitchen is only available if the hall is also booked.* |
| Will you use the Audio Equipment ? |  | YES/NO |  | *Access key and instructions will be provided* |
| \* Bar: The Village Club operate a bar at the hall at certain times; the bar is run by volunteers and thus special booking arrangements and fees may apply. If you are considering booking the bar, please discuss this with the Booking Officer in the first instance. | | | | |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 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 below.*** | | | | | | | |

**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 Premises 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 and Signature of Booking Trustee***  ***Date:*** | |

|  |
| --- |
|  |

|  |
| --- |
| **I agree to the conditions of hire as laid down in the Coates Village Hall Booking Information, the Conditions of Hire and the Hirer’s Exit Checklist.**  ***Signature of Event Organiser:***  ***Date:*** |