



## Booking Form (Commercial/Voluntary Sector Organisations)

Key No: .....

### Your Details

Name of Organisation: .....  
Contact Name: .....  
Address: .....  
Post code: .....

Email: ..... Contact Number:.....

### Activity/Event Details

Refer to the Terms and Conditions Appendix i. to ensure the event/activity is not prohibited.

Description of activity/event: .....  
Approx Number attending:..... Age range of group:.....

If you want us to publicise your activity/event on our website or FaceBook please provided any logos, website and pricing details. Make sure to follow us on FaceBook too.

Website: ..... FaceBook: .....

### Licensable Activities

If you wish to make a booking that includes a licensable activity please discuss this with the Manager. This includes the sale or serving of alcohol, public dancing or music, or stage plays, or films, or similar entertainment. ESCH Ltd. does not permit hirers to obtain a Temporary Events Notice.

### Booking Requirements

Main Hall..... Community Room ..... Kitchen..... All rooms.....

Dates/Days on which premises are required: .....  
Booking period: ..... from:..... to:.....  
If this is a regular event is it term time only: Yes/No

### Key and Deposit

You will be given a key once you have made payment. You must pay a £50 deposit which is fully refundable unless you breach our Terms and Conditions.

### Cancellation

You are required to give 28 days' notice to cancel the booking or lose some/all of your advance payment. Any refund will be at the Manager's discretion.

### Data Privacy Notice

Keeping your personal data safe is important to us. For further information please see our [Privacy Notice](#).



## Charges and Payment Details

Either the full hire fee or a payment equivalent to 4 weeks regular hire must be paid 28 days in advance to secure the booking. Regular hirers will be invoiced at the start of each term.

One off hire fee or £ per session: £.....  
Advance payment: £.....  
Deposit: £50  
Total Amount Due Now: £.....

## Select Payment Method

PayPal **paypal@exeterstreethall**

BACS **Account Name: Exeter Street Hall Ltd**  
**Sort code: 08 92 99**  
**Account number: 65876185**

Where payment is to be made by Bank Transfer, please credit account using your invoice number as the payment reference:

## Running a Safe Event

### Risk Assessment

You must provide a Risk Assessment for your activity/event. If you don't have your own Risk Assessment we can provide a template to complete. **You must inform us IMMEDIATELY of any concerns** you may have.

Risk Assessment complete (attach copy) .....

### Public Liability Insurance

Public Liability Insurance Certificate provided (attach copy) .....

### Safeguarding Policy

If you are providing act events/activities for children, young people or vulnerable adults, please provide a copy of your Safeguarding Policy. If you do not have a policy, you can adopt the ESCH Ltd's Safeguarding Policy.

I have provided a copy of the Group's Safeguarding Policy .....  
Or I confirm that we will be adopting ESCH Ltd's Safeguarding Policy .....

### Electrical Equipment

Do you intend to use your own or hired electrical equipment during the event? YES/NO  
If YES please refer to the Terms and Conditions – Electrical Equipment paragraph (b)



## Hirer's Confirmation

I agree to Exeter Street Community Hall Ltd's Terms and Conditions of Hire.

I will not:

- Lose my key
- Break anything
- Cause a complaint from neighbours about noise (or anything else that might upset them)
- Leave the Hall in a mess (please leave it as clean and tidy as you found it!)

I understand that my deposit will not be returned if I fail to meet the above.

I understand that ESCH Ltd reserves the right to amend the Terms and Conditions of Hire and that I will be notified in writing of any such changes.

I am happy/not happy to be added to your mailing list to receive information about Hall events via the Newsletter.

Signed:

Date: