

**Corse and Staunton Village Hall**

**charity number**

**Booking Form**

**301511**

**Section 1 - Hirer Details**

**Club/Organisation/Individual** \_\_\_\_\_  
**Name & Address of Hirer**

\_\_\_\_\_  
\_\_\_\_\_ **Postcode** \_\_\_\_\_

**Telephone No: Day:** \_\_\_\_\_ **Alternative** \_\_\_\_\_

**Email Address :** \_\_\_\_\_

**Invoice Address:** \_\_\_\_\_  
(if different from above)

\_\_\_\_\_ **Postcode** \_\_\_\_\_

**Responsible Person:** \_\_\_\_\_  
(a person over 18 years old, must be on site at all times)

**Section 2 - Booking Details**

**Areas Required :** \_\_\_\_\_

**Purpose of let :** \_\_\_\_\_

**One off Booking : Date :** \_\_\_\_\_ **Time: From:** \_\_\_\_\_ **To:** \_\_\_\_\_

**Block Booking :** Please complete details below, allowing for any holiday breaks. If booking more than one regular day, please complete a separate booking form.

<b>Date</b>	<b>Times</b>	<b>Date</b>	<b>Times</b>	<b>Date</b>	<b>Times</b>

**Exception Dates: (ie holidays)**  
\_\_\_\_\_

**Number of Attendee's** \_\_\_\_\_

Will your let require music to be played-\_\_\_\_\_If yes please provide details\_\_\_\_\_

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Will your let involve the consumption of alcohol:\_\_\_\_\_

Please detail any specific requests or additional information which we may require

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All rentals to be paid for prior to date of hire.Amount paid\_\_\_\_\_Date\_\_\_\_\_

### **Section 3 - Insurance**

Public Liability Insurance cover is required by all clubs, organisations and individuals who may , by their actions or omissions, cause others harm whilst in the building.

If your booking involves coaching/teaching/instruction or equivalent you must submit a copy of your insurance certificate.

If you are unsure if your booking requires insurance please contact your insurance company.

### **Section 4 - Declaration**

I agree to be bound by the Conditions of Let and Hire Charges Schedule, available on the Corse & Staunton Village Hall website, and agree that the delivery of the Confirmation of Let will be binding acceptance of this booking.

#### **Data Protection Act**

The information provided by you on this form will only be used for the purposes of the booking. We are committed to complying with the General Data Protection Regulation and the Data Protection Act 2018.

Declaration: I authorise the use of my personal information for the above stated purpose.

Signed : \_\_\_\_\_ Date: \_\_\_\_\_

(must be over 18yrs)

### **General Information**

Please return completed forms to:

C A Dickinson.7 Ledbury Road Crescent. Staunton. GL19 3QB.

Tele: 01452 840679 or 07496 440970

[ann.dickinson43@hotmail.co.uk](mailto:ann.dickinson43@hotmail.co.uk)

Please note: Additional costs may be incurred for cleaning etc. Please refer to the Conditions of Let for further information.