**ENQUIRY FORM**

**HIRING ASKHAM VILLAGE HALL**

1. Please read the 2 leaflets:

 **1. Terms and Conditions of Hire and Hire Charges**   **2. Information for Hirers**

2. **ENQUIRY FORM**. Fill in this paper copy or email the Bookings Secretary to receive a copy by email.

 The purpose of the Enquiry Form is for you to find out whether the hall is available for your date(s), what the

 hire charge and any deposits will be and by when they should be paid. Email, post or hand the filled in form

 to the Bookings Secretary, Mike Slee, at: **adccbookings@gmail.com Lingmell, Askham, Penrith, CA10 2PG**

 **If more convenient, phone the Bookings Secretary on 01931-712-834 and this Enquiry Form will be filled in**

 **for you.**

3. **BOOKING FORM**. Please only fill in the Booking Form once you have received a reply to your Enquiry Form.

Your booking will remain provisional until we have received payment. On receipt of payment, the part or

 parts of the hall that you have booked will not be hired out to another hirer.

 **NB: By signing the Booking Form you will be agreeing to our Terms and Conditions of Hire.**

|  |  |
| --- | --- |
| **Name:** | **Name of organisation, if applicable:** |
| **Email:** | **Telephone:** | **Mobile:** |

|  |  |
| --- | --- |
| **Purpose of hire:** | **Event title, i.e. how it should appear on our calendar:** |

|  |  |
| --- | --- |
| **DATE(S) OF THE EVENT:** | **TIME OF THE EVENT:** |
| Day(s) and Date(s):  | Month: | Year: | Start time: | End time: | No. of hours: |
| eg. Saturday 4th + Sunday 5th  | April | 2020 |

|  |  |
| --- | --- |
| **If different, date + time preparation will start:** | **If different, date + time tidying + cleaning away will end:** |
| Day and Date: | Prep. start time: | No. of hours: | Day and Date:  | Cleaning end time: | No. of hours: |

**Please tick or put a cross above the areas of the hall you want to use:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| - main hall + small hall  | - main hall only  | - small hall only  | - kitchen: \*minimal use  | - kitchen: \*full use |
| \* minimal use of the kitchen means using only:\*\* full use of the kitchen means using more than: | **the water boiler, cups, saucers, washing facilities** |

**Please tick or put a cross:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| I wish to use the dishwasher and/or gas oven: | **Yes** | **No** | This is a commercial hire: | **Yes** | **No** |

**Entertainments and Licensed Entertainments**

**Please tick or put a cross next to all that apply to your booking:**

|  |  |  |  |
| --- | --- | --- | --- |
| - performance of dance- performance of a play- performance of live music- playing of recorded music | - dancing- provision of food - showing of a film(s) - indoor sporting event | - sale of alcohol\*- provision of alcohol\* - tickets will be sold for  the event | **\* If alcohol is to be consumed, you will need to seek the consent of the Trustees. Restrictions and permitted hours will apply.** |

**BOOKING FORM AND PAYMENT TERMS**

**HIRING ASKHAM VILLAGE HALL**

1. Your [**Enquiry Form**](http://www.uptonvillagehall.co.uk/hiring/enquiry-form/) will have enabled you to find out whether the hall is available and what

 the hire charge and deposit will be.

2. Please now use this **Booking Form** to confirm your booking.

**AGREEMENT**

It is important when you hire Askham Village Hall that you read, understand and agree to our

**Terms and Conditions of Hire**. These **Terms and Conditions of Hire** shall apply in all cases.

**I confirm that:**

|  |
| --- |
| - I have read and agree to the Terms and Conditions of Hire of Askham Village Hall- all the details I have filled in on my Enquiry Form still apply  **(any changes to the details will need the written approval of the Bookings Secretary)**- all my guests and any outside caterers, contractors and bar staff are aware of the hire period and that they will  not be able to enter the hall before or leave after the hire period.**Name: Signature: Date:** |
| **Address:**  **Postcode:** |
| **Email:** | **Telephone:** | **Mobile:** |
| **Name of organisation, if applicable:** |
| **Hire charge:**  | **£** | **Latest date payable:** |
| **Cleaning and Damage Deposit:**  | **£** | **Payable with this form** |

**PAYMENT TERMS**

Full payment of the hire charge will be payable at the latest 4 weeks before the event.

Payment of the Cleaning and Damage Deposit is payable with this Booking Form.

**If payment is not received you may forfeit the period booked and we may accept bookings from other hirers.**

**BANK TRANSFER** is strongly preferred. Cash or cheques\* are only accepted by prior agreement and your booking will only be entered following such agreement. If paying by Bank Transfer or Cheque, we will refund the deposit to your bank.

*\*The Hirer is responsible for any costs incurred by* ***Askham Village Hall Trustees*** *in the event that any cheque so accepted results in bank charges being levied. Please quote your date of hire on the back of the cheque as a reference.*

**REFUND OF DEPOSIT - full details of your account:**

We will refund the deposit within 28 days of the termination of the period or hire provided that no additional cleaning has been necessary and that no damage or loss has been caused to the premises and/or contents, nor complaints made to us about noise or other disturbance during the period of hire as a result of the hiring.

|  |  |
| --- | --- |
| **Name on your account:** | **Account to which deposit should be refunded:** |
| **Bank:** | **Sort Code:** | **Account Number:** |

**Payment Method - please tick or put a cross next to one:**

|  |  |  |
| --- | --- | --- |
| Bank transfer | Cash | Cheque (payable to Askham and District Community Centre) |

**BACS payments can be made directly into our bank account to:**

|  |  |  |
| --- | --- | --- |
| Askham and District Community Centre  | Sort Code: 60-16-21  | Account Number: 79456626 |
| Reference: your surname and date of your event DDMMYY |