

Sheriff Hutton Village Hall

Registered Charity 1169225

COVID-19 (revised) BOOKING FORM 2021

Please complete and return to: **Sarah Douglas, Church View, East End, Sheriff Hutton YO60 6SX**
Telephone: 07894 734 446

Or email as an attachment to: SHVHbookings@gmail.com

We encourage you to complete a risk assessment to consider how best to minimise Covid transmission during your hire. (See Village Hall risk assessment revised August 2021). We advise continued social distancing and the wearing of masks, particularly when moving around the building.

Application Details

Name and/or Organisation:	
Event:	
Address:	
Email:	
Telephone (Daytime):	Telephone (Evening):
Date of Hire (including year):	

Rooms Required and Times. You will only be able to access spaces you have booked.

ROOM	Maximum number of people	TIMES		FURNITURE		NOTES
		FROM	TO	CHAIRS	TABLES	
Main Hall	71 (dance) 100 seated					Please specify number of chairs and number plus type of table (large or small). You will only be able to access furniture you have booked.
Refreshment Room	14					
Committee Room	4					
Kitchen	3					
Car Park						

Will the Hearing Aid Loop system be required for the hard of hearing? Yes / No

Name of Person responsible for Fire Regulations and Health and Safety:

Bar Licence (if applicable) – Name of Licensee:

Name and Address for Account (if different from above)

Name :	Address :
--------	-----------

Please tick to indicate you have read and agree with:

Fire Regulations Entry and exit layout plan
Conditions of Hire COVID-19 Special Conditions of Hire

I agree to my details being shared with another hirer, if our hires take place at the same time

Signed:

Date:

Office use only:

Date form received:

Date form printed:

Date entered in diary: Diary sheets updated:

Date acknowledged: Caretaker informed:

Heating requirement updated:

Checked – Queries? No:

Yes:

Queries followed up:

.....

.....

Deposit received: No:

Yes:

Amount: £.....

BACS: Date of transfer:

Cheque: Cash:

Date notification or delivery to treasurer:

Notes: