

Sheriff Hutton Village Hall
 Registered Charity 1169225
COVID-19 (revised) BOOKING FORM 2023
 Please complete and return to: SHVHbookings@gmail.com

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	Dance 142 / Seated 200					Please specify number of chairs and number plus type of table (large or small). Please also indicate if you want the stage.
Refreshment Room	27					
Committee Room	22					
Kitchen						
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 Village Hall Risk assessment

I understand that I am responsible for ensuring that appropriate liability insurance is in place for the duration of the hire. Where I have received written confirmation that my hire is included in the hall's hirer's indemnity, I confirm that I do not have any other liability insurance in place, that my booking is for a non-commercial activity of local benefit and that the booking does not involve any of the excluded activities listed in the terms and conditions of hire.

Signed:

Date:

If you require a specific layout for furniture, please do a diagram so we can arrange it as you would like it.

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:

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Deposit received: No:

Yes:

Amount: £.....

BACS: Date of transfer:

Cheque: Cash:

Date notification or delivery to treasurer:

Notes: