

Booking Form – Group Repeat Bookings

Please complete and return to the Booking Clerk, Katie Harvey

By post: c/o Baslow Village Hall, Nether End, Baslow, Nr Bakewell, Derbyshire DE45 1SR

or E-mail: baslowvillagehall@hotmail.co.uk

Tel: 07876 661325



Name of Group

Maximum number attending

Room requirements

Provision of alcohol

Optional items (free of charge)

- Use of kitchen Cooking facilities
 Additional cutlery
 Use of microphone/sound cabinet

Presence of under 18s

If alcohol is sold or included in any admission charge, a TENS licence will be required.

Times the hall is required (please include setting up and cleaning times):

Session	Start date	Finish date	Week in the month	Day of the week	Start time	Finish time
<input type="checkbox"/> 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="checkbox"/> 5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Please state any exceptions in the box below. If you would like this group to be advertised on the Village Hall website, noticeboards and Parish Magazine with your contact details, please also provide a brief narrative.

May we use any photographs provided by yourselves to promote village hall facilities either on our website, facebook page or in our brochure?

- BVH Website
 Facebook page
 BVH Brochure

Contact details

	Hirer	Invoice to	Keyholder 1	Keyholder 2
Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Town/City	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Phone No.	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
email	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Declarations (if submitting electronically, signatures are not required, but all applicable boxes must be ticked)

To be completed by the hirer (check each box to confirm your agreement):

- I have read and agree to the Terms & Conditions of Hire. I understand that should any damage be incurred or additional cleaning required, I may be invoiced at the discretion of the Trustees.
- I have read the Health & Safety Rules and agree to comply with the terms.
- I assume responsibility for the hiring and confirm that I (see below) _____ be present throughout the time specified above. **(If hirer will not be present, provide details of at least one keyholder who will be)**

Signed (hirer) _____

Date

Full name (print)

To be completed by keyholder(s)/person responsible if different to hirer (all keyholders to complete)

First Keyholder (check each box to confirm your agreement):

- I have read and agree to abide by the Terms & Conditions of hire.
- I confirm that I or another named keyholder, will be present throughout the time specified above.
- I have read the Health & Safety Rules and agree to comply with the terms.

Signed (keyholder/person responsible if different to hirer) _____

Full name (print)

Date

Second Keyholder (check each box to confirm your agreement):

- I have read and agree to abide by the Terms & Conditions of hire.
- I confirm that I or another named keyholder, will be present throughout the time specified above.
- I have read the Health & Safety Rules and agree to comply with the terms.

Signed (keyholder/person responsible if different to hirer) _____

Full name (print)

Date

Privacy Notice

Baslow Village Hall uses personal data for the purposes of managing the hall: recording bookings, managing finances, running and marketing events at the hall. Data may be retained for up to 7 years for accounts purposes and for longer where required by the hall's insurers. If you would like to find out more about how we use your personal data or want to see a copy of information about you that we hold, please contact the hall Secretary.