

Booking Form 2023



Booking Date:		Ref:	
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1. THE HIRER: (One agreement per booking – PLEASE PRINT CLEARLY)

	Marwood Resident/Parent of Marwood School Pupil:	
	Non-Resident Individual:	
Name:		
Billing Address:		
Telephone:		
Email:		

2. DATE(S) / TIME(S) REQUIRED

Date(s):	From:		To:	
Time(s):	From:		To:	

3. EVENT DESCRIPTION *(Please tick all boxes that apply)*

Non-licenced activity:				
Licenced activity:				
Other:				
Attending:	0-50		50+	
Age group(s):	Up to 18		18+	
Will food be provided:	YES	1	NO	1
Will tickets be sold to the event:	YES	1	NO	1

4. FACILITIES REQUIRED *(Please tick all boxes that apply)*

Please Do Not use any of the schools catering equipment unless requested & authorised.

Catering Equipment:
Low Height Tables:
Chairs:
Audio Equipment:
For Information.
With effect from 1st December 2021 and at the discretion of the Trustee - All hires for parties where the kitchen is used, will require a £100 refundable cleaning deposit. The Steam Oven & Deep Fat Fryers are not to be used.
Due to Covid restrictions we have removed some equipment. Please bring dishcloths and tea towels that you need for your booking.
Please remove all your rubbish and recycling from the hall. Thank you.

5. HIRING FEES:

To be completed by the Authorised Representative on behalf of Marwood Community Hall

Hiring Fee: £		Refundable deposit with the booking form £	
Balance Due: £		To be paid by (date)	

AGREEMENT

The Hirer accepts the full Terms and Conditions of Hiring

Please see at: [Terms & Conditions](#) In consideration of the Hiring Fee described in clause 5 above, the Marwood Community Hall agrees to permit the Hirer to use the Hall (and if applicable Marwood School agrees to permit the Hirer to use the grounds and facilities, as identified on the plan at: [Marwood Community Hall Site Plan](#) along with any facilities identified in clause 4 for the purposes identified in clause 3 and for the period(s) described in clause 2 above only. This Hiring Agreement includes any annexed Standard Conditions of Hire and any Special Conditions.

THE HIRER ACCEPTS RESPONSIBILITY

- For the event and its conduct in accordance with the Terms and Conditions of Hire and agrees to complete the End of Hiring Declaration (Annex A) and to return the key as agreed with the Authorised Representative.
- To pay a Refundable Deposit of £100 to secure the booking and the Hirer undertakes to pay the balance of the Hiring Fee to make up full payment, not later than 14 days before the event by BACS to:

Marwood Community Hall:

Sort Code: 60-02-03

Account Number: 95383131

Signed:

Date:

The HIRER named above

Signed:

Date:

Authorised Representative: on behalf of Marwood Community Hall

Email: booking.marwoodhall@gmail.com

(IF THE SCHOOL GROUNDS ARE TO BE USED)

Signed:

Date:

On behalf of Marwood School

Appendix A – End of Hire Agreement.

Hirer’s declaration must be signed dated and left in the Post Box in the Entrance to the Hall immediately after the event. The Bond (£100) will not be refunded before receipt of a completed End of Hire Declaration.

I confirm that the following checks have been made on vacating the Hall. Failure to do so will result in an automatic charge of £20. Please tick the following boxes

- Kitchen appliances turned off on the appliance and at the wall switches
- Furniture, equipment, utensils, china, glass and cutlery used have been properly cleaned and stowed and checked against the inventory
- All waste bins (kitchen, WCs) checked empty and clean with clean liners inserted (available in cleaning cupboard)
- Floors and used surfaces thoroughly cleaned
- Windows and external doors closed and security locked
- All internal doors closed, including the Fire Door (kitchen serving hatch)
- All spaces checked for any signs of burning or smouldering
- All rubbish removed from the site and clean liners placed in all bins (kitchen, WC’s etc.)
- Inside lights turned off, including all toilet lights
- The premises and surrounding area left in a clean and tidy condition
- Front door locked and key returned to key safe

Any damages, losses, stains, marks or breakages to report, or any comments, please give details?

Signed by the Hirer:			
Print name as on the Hire Agreement:			
Date / Time:			
Authorised Representative Report:			
Deduction from Bond Recommended?	Yes		No