

# EXETER STREET HALL



The Hall Get Involved Limited is a **Registered Society** (registration number 31628R), registered with the Financial Conduct Authority, under the Co-operative and Community Benefit Societies Act 2014.

## Booking Form (Commercial/Voluntary Sector Organisations)

Key No: .....

### Your Details

Name of Organisation: .....

Contact Name/Group Leader:.....

Address:.....

.....

Post code:.....

Email:..... Telephone no:.....Mobile no:.....

Name and Address of any Affiliated Organisation.....

### Activity Details

Description of activity:..... Approx Number attending:.....Age range of group:.....

Website:.....

FaceBook Page:.....

Twitter account:.....

**Refer to the Terms and Conditions Appendix i. to ensure the event/activity is not prohibited.**

### Licensable Activities

If you wish to make a booking that includes a licensable activity please discuss this with the Hall Manager. This includes the sale or serving of alcohol, public dancing or music, or stage plays, or films, or similar entertainment. THGI Ltd does not permit hirers to obtain a Temporary Events Notice.

### Booking Requirements

Main Hall only..... Rear Room only ..... Both Rooms.....

Dates/Days on which premises are required:.....

Times that premises are required: from:..... to:..... Term time only: Yes/No

### Charges and Payment Details

Hire rate per session:..... Deposit for one-off hires: .....(see below re refunds)

Regular hirers will be invoiced at the start of each term. Payments should be made monthly in advance.

### Payment Method

BACs ..... Cash/cheque.....

Where payment is to be made by Bank Transfer, please credit account:

**Name: The Hall Get Involved Limited Sort code: 089299 Account number: 65569418**

Enter the Invoice Number at the top of the form as the Payment Reference. If you are a Co-op Bank customer, you must complete the transaction using the 'PAY BILLS or STANDING ORDER' options – not 'ACCOUNT TRANSFER'.

### Cancellation

For continuous bookings, the hirer is required to give 4 weeks' notice of cancellation.

### Data Privacy Notice

Keeping your personal data safe is important to us. For further information please see our [Privacy Notice](#).

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## Key, Breakages and Noise Nuisance Deposit

You will be allocated with a key once you have made the first payment in advance. This is fully refundable but will be lost if the Conditions relating to keys, breakages and noise are broken.

### Running a Safe Event

You must complete a Risk Assessment for your activity before holding your first event. The Hall Manager will provide you with a template to complete. **You must inform the Hall Manager IMMEDIATELY of any concerns** you may have.

Risk Assessment complete (attach copy) \_\_\_\_\_

Public Liability Insurance Certificate provided (attach copy) \_\_\_\_\_

### Running Events for Children or Young People

If you are providing act events/activities for children or young people, please provide a copy of your Safeguarding Policy. If you do not have a policy, you can adopt the THGI Ltd Safeguarding Policy.

I have provided a copy of the Group's Safeguarding Policy \_\_\_\_\_

Or I confirm that we will be adopting THGI Ltd's Safeguarding Policy \_\_\_\_\_

**Do you intend to use your own or hired electrical equipment during the event? YES/NO**

If YES please refer to the Terms and Conditions – Electrical Equipment paragraph (b)

### H&S and Facilities Checklist

You must complete the following checklist with the Hall Manager as part of the booking process.

	<b>Complete</b>
<b>Maximum capacity of people which MUST NOT BE EXCEEDED (Refer to Conditions of Hire Appendix ii(b).)</b>	
Fire Exits and fire fighting equipment	
Fire Safety Policy and Emergency Action Plan and meeting point	
Fire doors must <b>not</b> be wedged open or obstructed	
Hirer to take responsibility for people with mobility issues	
No Hard Ball Games permitted	
Location of the emergency telephone	
Location of the First Aid kit and Accident Book	
Toilets	
House-keeping equipment	
Kitchen facilities including use of hot water boiler, cooker, etc	
The condition of the Hall before rental	
How to lock and make safe the Hall when you leave	
Emergency phone numbers of staff	

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## Hirer's Confirmation

I agree to TheHallGetInvolved Ltd's Terms and Conditions of Hire.

I understand that my deposit will be lost if I fail to meet the specific Conditions of Hire for:

- Keys
- Breakages
- Noise Nuisance

I understand that THGI reserves the right to amend the Conditions of Hire and that I will be notified in writing of any such changes.

Signed:

Date: