

FRANK WICKHAM HALL CHARITY
(Reg. Charity No. 1111226)

**APPLICATION FOR OCCASIONAL HIRE OF THE FRANK WICKHAM HALL and/or PAVILION
for bookings made after 1st August 2011**

I apply for the use of the Frank Wickham Hall and* / or* Pavilion
on (date) between the hours of..... and
for the purpose of
this being a Group (number) booking. [See Hire Charges Sheet]

This booking will * / will not * include the sale of alcohol

* delete as appropriate

<u>For Booking Clerk use only</u>
HALL / PAVILION
BOOKING REFERENCE
NUMBER
Date

For this letting I undertake:-

- (a) To indemnify the Frank Wickham Hall Committee against all liability in respect of injury or damage caused to any person or property on the premises during the period of this letting whether arising by accident or by any negligent or other act or omission, or resulting in any way from the condition or state of repair of the premises, which expression shall include the grassed areas, the car park and all land adjoining the Frank Wickham Hall, Pavilion and boundaries.
(Users are recommended to seek appropriate Insurance Cover for this.)
- (b) To defray the cost of any damage, caused to the building or its contents, fixtures and fittings.
- (c) To ensure that no objectionable conduct takes place on the premises or disturbs the residents in the neighbourhood, and to arrange for the adequate adult supervision (at least four responsible relatives aged 21 or over) for any parties for under 21's.
- (d) To ensure that there is no infringement of the legislation relating to the performance of music, and that appropriate returns are made (if applicable) to the Performing Rights Society.
- (e) To be responsible for ensuring a TEN's (Temporary Events Licence) has been obtained where a booking of the hall involves the sale of alcohol. (see separate information sheet)
- (f) To leave the premises in a clean and tidy condition.

Group 2 (Private Parties) and Group 3 Bookings only:- I additionally undertake:-

To deposit, in addition to the letting charge, the sum of £100, at any time before receiving the key. This deposit being refundable after the event less any additional costs arising out of the event such as extra cleaning, breakages, damage, etc.

This part of the form to be retained by the hirer

This part of the form to be retained by the Booking Clerk

I certify that I have read and understood the above conditions for the hire of the Frank Wickham Hall together with the Hiring Conditions listed on the separate Hiring Conditions sheet, and will abide by them.

Hirers Details: (Please print)

Name:- Telephone No.

Address

.....

Signature(Hirer) Date

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