

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

**APPLICATION FOR HIRE OF THE FRANK WICKHAM HALL and/or PAVILION for
bookings made after 1st April 2021**

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

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. The premises shall include the grassed areas, the car park and all land adjoining the Frank Wickham Hall, Pavilion and boundaries.
- (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.
- (e) To be responsible for ensuring a Temporary Events Licence has been obtained where a booking of the hall involves the sale of alcohol. (see Conditions of Hire)
- (f) To leave the premises in a clean and tidy condition.

Group 3 and 4 Bookings :-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.

I certify that I have read and understood the above conditions for the hire of the Frank Wickham Hall and/or Pavillion 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

.....

Email

Signature(Hirer) Date

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

A copy of the completed form will be returned to the hirer as a booking confirmation.