

Goffs Oak Village Hall – Booking Form

I hereby apply to hire Goffs Oak Village Hall: (please complete this form in block capitals)

➤ On (Day)..... (Date)..... (Month) (Year)

➤ Hall Hire From..... am/pm To am/pm

Hours Available for hire: Mon-Sat 9am – *12midnight, Sunday 9am – *11.00pm.
*The premises must be vacated by times stated

Music finish times: Mon-Thurs 11pm, Fri & Sat 11.30pm, Sun 10.30pm

➤ Organisation/Association etc:.....

➤ Purpose of Booking:

➤ Approximate Numbers expected to attend:

➤ I enclose £..... being Full Payment / Deposit OR Please call me for my card details (delete as applicable)

I am over 18 years of age.

The Hirer should study the Conditions of Hire before signing this Contract. The signing of this Contract implies the full acceptance of the said Conditions of Hire and the Contract incorporates the indemnity clause described in the said Conditions. If the Hirer wished to vary any of these conditions he/she should consult with Hall manager before executing this Contract; variation of some terms may affect the required Contract sum.

➤ Signature of Applicant: Date:

➤ Name: eMail Address:

➤ Address: Main Tel No:

..... Mobile Tel No:.....

➤ Postcode: **PLEASE CONTINUE OVERLEAF**

PLEASE ENSURE BOTH SIDES OF THIS FORM ARE COMPLETED & SIGNED BEFORE RETURNING

OFFICE USE ONLY:

Cheques and postal orders should be made payable to the 'Borough of Broxbourne'

Spotlight Catering

YES/NO

Spotlight Bar

YES/NO

Arrangement Number: _____

	Hours	Rate	Total	Rec. No	Date	Initials
Set-Up (if applicable)						
Hall Hire						
Other Charges e.g. OHP,						
Other Charges						
TOTAL CHARGES						
Minus Hall Hire Deposit						
Minus Misc. Deposit						
TOTAL BALANCE						
Late Payment Charge						

Damage Deposit of £..... is due on/...../..... Receipt No..... Date/...../..... Initials.....

Returned £..... Date/...../..... Return to (name).....

Please return completed booking form to: - the Spotlight, High Street, Hoddesdon, Hertfordshire EN11 8BE

- I confirm that we are an organisation running sessions for third parties including customers. We hold public liability insurance for the activities/coaching/instructing we are running and any person running a session is suitably qualified to run the session and has received a satisfactory Disclosure and Debarring Service Check if session includes young children and/or vulnerable adults.

a) Public Liability Insurance - Yes / No / N/A

Name of Company..... Cover Value..... Expiry Date

b) Staff Suitably Qualified - Yes / No / N/A Qualification Held

c) All persons taking sessions have a current DBS Certificate - Yes / No / N/A

- Will Catering be provided by external caterers? YES / NO

Please give details of external caterer:

Caterer.....

Address.....

.....

Post code.....

Phone:.....

- Are you proposing to provide a licensed bar selling alcoholic beverages? YES / NO

If YES - You will need to apply for a temporary event notice (TEN) from the Borough of Broxbourne. There is a charge for a TEN, the cost of which must be paid by the hirer. Please note that Broxbourne Civic Hall are unable to provide a licensed bar at GOVH. Details of how to apply for a TEN are in the following link:

http://www.broxbourne.gov.uk/business_in_broxbourne/licensing_and_legislation/licences_and_street_trading/alcohol_and_entertainment.aspx

Other chargeable requirements: (Changes and alterations must be passed onto management prior to event)

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- Room Set-up Details (e.g number of Tables & Chairs):

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- Will you be selling tickets for you event? YES / NO

- Would you like us to sell Tickets through our Box Office? YES / NO

A separate form must be completed for tickets to be sold via Box Office and internet. This will be forwarded in due course

- Is PRS applicable to your function? YES / NO

If yes, we will forward on the charges for PRS that are applicable

- Band or Disco Name (if applicable):

- How did you find out about our venue:

- Name of Applicant Signature of Applicant