

# NEUADD GOFFA PENTRAETH MEMORIAL HALL BOOKING FORM

## 1. BOOKING AND PAYMENT

- a. Bookings shall be made on this form only.
- b. The Hall Management Committee reserves the right to refuse any booking.
- c. Bookings can be made provisionally but **will not be confirmed until a completed booking form is received**. Failure to return a completed form within 2 weeks of making a provisional booking may result in the booking date/time being offered to another hirer.
- d. The charge for bookings will be provided once full details of the hire period and services required have been confirmed. If changes are made to hire times and services the charge will be updated and the hirer notified
- e. Charges for an event will be those in operation on the date the event takes place.
- f. Children's parties must be paid for at least two weeks before the event takes place, an invoice will be issued on confirmation of your booking.
- g. All other bookings will be invoiced with payment terms indicated on the invoice Invoices are sent by email unless otherwise specified on this form.

**PLEASE PRINT IN BLOCK CAPITALS**

## 2. DETAILS OF HIRER

<b>Organisation/Hirer:</b>	
<b>Person Responsible for Hire:</b> <i>(amendments to this booking will only be accepted through this nominated person)</i>	
Name: .....	Tel. No.....
Organisation: .....	
Address: .....	
.....e-mail .....	

## 3. DETAILS OF EVENT

**Day & Date:**

*(You may enter multiple dates if all the other details are the same. Attach a continuation sheet with additional dates if required. If the details are different for each date, you must complete separate forms for each event.)*

<b>Purpose of hire:</b>	<b>Anticipated Attendance:</b>	
<b>Facilities required</b> <i>(please tick)</i> - <i>Note: The times stated are when the facilities will be opened and closed</i>		
	<b>Entry time:</b>	<b>Exit time:</b>
<input type="checkbox"/> Main Hall including kitchen		
<input type="checkbox"/> Committee Room including kitchen		

<b>Additional Information:</b>	<b>Yes/No</b>		<b>Yes/No</b>
Will live music be played		Will recorded music be played	
Will alcohol be available during the Hire?		If Yes, will it be for sale?	
<i>(If alcohol is to be sold or is included in ticket price, please note that an appropriate Licence must be obtained in advance from the Licensing Authority (Isle of Anglesey County Council))</i>			

**4. LICENSING**

No alcoholic drinks may be brought onto the premises without permission of the Hall Management Committee. If alcohol is to be sold you agree to obtain our consent and obtain Temporary Event Notice to the authority. Forms may be obtained from Isle of Anglesey County Council.

You are responsible for ensuring that screenings of films abide by age classification ratings.

Failure to comply with the above will result in the cancellation of the booking without compensation as lack of co-operation could affect future fundraising by us and other local voluntary organisations

Full details regarding licensing are contained in the Standard Conditions of Hire.

**5. ROOM CAPACITY**

Hirers agree not to exceed the maximum permitted number of people per room including the organisers

These areas follows: **Main Hall: 120** **Committee Room: 20**

***NOTE: Hirers must leave the whole premises clean and tidy and remove all rubbish. Failure to do so will mean that charges for cleaning will be made***

**6. PRIVACY INFORMATION & DECLARATION OF ACCEPTANCE OF TERMS AND CONDITIONS OF HIRE**

- **Your** information will only be processed in connection with your hire of th Hall and will not be shared with any third parties.
- **You agree** to be present (by your authorised representative, if appropriate) during the hiring and to comply fully with this Agreement.
- **We and you hereby agree** that the Standard Conditions of Hire together with any additional conditions that we deem necessary, form part of the terms of this Agreement unless we and you agree in writing.

**I/We acknowledge that I/we have read the full Conditions of Hire and hereby confirm that these are acceptable and will be strictly adhered to.**

**I/We understand by signing the agreement I/we enter into a contract that could be used in evidence should legal action become necessary.**

Person Responsible for Hire (signature): .....

Date: .....

Pentraeth Memorial Hall (signature): .....

Date: .....