

Fremington Parish Hall Registered Charity No: 300836

Fremington Parish Hall, Higher Road, Fremington, Barnstaple, Devon, EX31 3BG

Tel: 07774001948

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BOOKING FORM FOR FREMINGTON PARISH HALL

NAME OF ORGANISATION:

NAME OF RESPONSIBLE HIRER:

INVOICE DETAILS:

Name:

Address:

Email:

Telephone/Mobile number:

DATE/S REQUIRED:

FREQUENCY (e.g. Weekly, Monthly):

START TIME:

END TIME:

We allow 30 minutes prior to the start time and 30 minutes preceding the end time allocated to each hire.

ROOM/S REQUIRED: (Please tick)

Lower rates apply if the hire is a service to the community (non-commercial only) (please bear in mind the Parish hall is also a registered charity.)

For the Parish Hall

Community event (Non-Commercial) Regular - £7.50 hour

Commercial Regular - £10.00 hour

One off event Non-commercial (e.g. Party) - £15.00 hour

One off event Commercial (Developers etc.) - £20.00 hour

For the Annex

Community event (Non-Commercial) Regular - £6.00 hour

Commercial Regular - £8.00 hour

One off event Non-commercial, (e.g. party) - £10.00 hour

One off event Commercial (Developers etc.) - £12.00 hour

OTHER INFORMATION:

Wi-fi is available on the premises. Password is displayed in the kitchen and notice board of both the Hall and Annex.

A £10.00 refundable deposit is requested to cover key/fob replacements.

A £50.00 refundable deposit is requested for parties, discos and licenced events

Cancellation charge: if the booking is cancelled 14 days prior to the date of the event, a full refund is given. If the booking is cancelled within the 14-day period prior to the date of the event, a 50% cancellation fee will be applied.

Maximum capacities – Parish Hall – 140, Annex – 30.

Payment of the hire fee in full, which will be £ is required 28 days before the event payment can be made direct to our bank account, sort code 09-07-25, account number 30615185, quoting your name as a reference.

Refunds are issued by the treasurer via BACS after the event.

Note: We do not have a Licence for the sale of alcohol-if required you will need to apply for a Licence for your event from the District Council, and we will need a copy of this. We are, however, licensed for the playing of music.

Car parking is on a first come, first parked basis. All hirers and event attendees should be considerate of neighbours in the vicinity of the hall. The Hall and Annex have their own allocated spaces and wherever possible hirers should park in the spaces allocated to the venue booked.

Please leave the premises as quietly as possible.

COVID 19

During the Covid 19 pandemic all event organisers are required to ensure arrangements are in place to reduce risks and maintain the safety of the event users. By signing this booking form the event organisers is confirming that they have undertaken the following:

- Contacted ALL the event attendees to ask the following:
 - Are you classed as a member of a vulnerable group or shielding?
 - Do you live with someone who is a member of a vulnerable group or shielding?
 - Is a vulnerable person (by virtue of age, underlying health condition, clinical condition or are pregnant)?
 - Do you have a high temperature, loss of taste or smell, or a new persistent cough?
 - Have you returned from an affected country?
 - **If the answer is yes to any of these questions, then the attendee cannot attend the event.**

- Ensure the number of attendees does not exceed the restricted number of those safely allowed to use the hall/annex
- Will ensure wherever possible event users maintain social distancing during transport to their event
- Manage access in and out of the hall for the event, maintaining social distancing at all times
- Will ensure social distancing is maintained during the event
- Restrict the number of people using toilet facilities at any one time to two people only
- Only use the chairs provided (36 in the hall and 12 in the annex) during the event.
- Put all rubbish in the black bags provided and place in the external bins in the car park

The event organiser is required to provide to the committee a plan to identify how the event is arranged and managed, including numbers of attendees, chairs, tables and equipment being used, before the booking is accepted. The event organiser is expected to have read and understood the Covid 19 Risk assessment (FremHall1a dated 21/6/20) and shared this with event users.

All bookings remain provisional until an acknowledgement is sent to confirm your hire. If you agree to the Conditions of Hire and wish to book Fremington Parish hall and/or the Annex, please sign below. Once you have signed this form, you are confirming you will abide by the Conditions of Hire and the deposits as stated above will be payable.

Name: _____

Signature: _____

Date: _____

GDPR: Due to changes in EU and domestic laws every organization that holds contact information on an individual must have clear permission to be able to contact them. Please ensure we have both your most up to date details and clear consent to contact you.

I give consent for the Management Committee to be able to contact me using the details above. Please tick _____

Fremington Parish Hall Management Committee ensures the protection of your personal data is of utmost importance. The Committee's Privacy Statement can be found at www.fremingtonparishhall.org.uk

Please return this form to:
4 Chilpark, Fremington, Barnstaple, Devon, EX313BY
or email to: fparishall@gmail.com