

Please note: Dates will only be reserved for 14 days.
If booking form is not received, the booking will be cancelled



Invoice No.

Sheet Parish Council
Chairman – Chris Wilton
Clerk – Jenny Hollington 01730 267784
Rose Cottage, Ridge Common Lane, Stroud, Petersfield, GU32 1AX

Name of Applicant:		Organisation:		
Address: (block letters):		Invoice Address (if different):		
Post Code:		Post Code:		
Tel:		Tel:		
	DATE REQUIRED	TIME FROM	TIME TO	TYPE OF EVENT
SHEET VILLAGE HALL	MAIN HALL AND KITCHEN (Maximum no. seated – 80)			
	MEETING ROOM (Ground Floor Maximum No 19)			
	UPSTAIRS STUDIO (Maximum 20 persons)			

Entered on booking system
Checked by
Public Liability received
Personal licence received
PRS
Deposit

The premises will be opened and closed at the times requested and the security of the building will be the hirer's responsibility during these times. Please note that it is the responsibility of the hirer to set out tables and chairs according to requirements and at the end of the hiring period to return tables and chairs (in the Meeting Room or the Hall) to their stacked positions. In the main hall, tables are stored on trolleys under the stage.

HIRING CONDITIONS:

- The hiring fee and the returnable deposit must be paid at least two weeks before the hire. Where payment has not been made, Sheet Parish Council reserves the right to refuse admission. Please make cheques payable to Sheet Parish Council and send to the Clerk at the address above.
- Upon receipt of the signed booking form, the booking is confirmed and the cancellation policy will be implemented.
- General policy for cancellations:

Notified 8 weeks in advance:	no charge
Notified less than 8 weeks:	50% charge
Notified less than 7 days:	100% charge
- All accidents must be reported to the Clerk within 24 hours.
- Bookings are not confirmed in writing unless requested.
- Hirers running classes are responsible for public liability insurance of all participants in any event and for insuring all properties and equipment belonging to the hirer. The minimum level of public liability required is £2M (Two million). Proof of Public Liability insurance must be given to the Clerk prior to the hire period.
- When completed, this form should be returned to the Clerk at the address shown above.
- Price Increases: Sheet Parish Council reserves the right to review charges annually for implementation on 1 April each year.
- Special Effects under the terms of the Premises Licence the use of PYROTECHNICS, STROBE LIGHTING, SMOKE and special effect LASERS at any time is forbidden.

	YES	NO
Do you wish to operate a licensed bar under the terms of the Premises Licence? If yes, please contact the Clerk		
Will live music be performed?		
Do you hold public liability insurance cover to a minimum of £2M		

NOMINATED RESPONSIBLE PERSON

To comply with the Local Government (Miscellaneous Provisions) Act 1982, Cinemas Act 1985 and Theatres Act 1968 and the Council's Hiring Regulations, your organisation must nominate a responsible person, at least 21 years of age, to be in charge of, and present in, the premises during the period of your hire.

Please complete:

Organisation:	
Production/Event:	
Name of Nominated Person:	
Address:	
Telephone Daytime:	
Telephone Evening:	

N.B. PLEASE ADVISE ANY CHANGES AT LEAST ONE MONTH BEFORE YOUR HIRE

I undertake to reimburse Sheet Parish Council for the cost of repairing or replacing any damage, breakage or theft occasioned by reason of my hiring the premises.

I also undertake to leave the premises in a clean and tidy state and note that brushes, dustpans etc are available in the changing room for this purpose. I am over 21 years old.

I have read and agree to abide by the Terms and Conditions of Hire.

Signed.....Date.....