

NEUADD CYMUNEDOL LLANDYFAELOG
LLANDYFAELOG COMMUNITY HALL

BOOKING FORM

Hall bookings must be made via the Booking Clerk – Mrs Shan Rees, Cartref, Llandyfaelog:
Tel 07971 345245

Please ensure all sections of the form are completed

Name & Address of Hirer / Organisation
Contact phone number of person in charge on day of hire

Please note the Community Hall Committee Privacy Notice, this can be found on the Hall Committee Website www.llandyfaelog.org.uk. You will receive a copy of the Notice on your first Hall Booking. By completing this booking form you confirm that you have read and consent to the data use set out in the content of the notice.

Booking Information

Purpose		
Hire Date (s)		
Times for hire	From	To

Payment of £.....in enclosed / Invoice required yes/no*

* Please delete as necessary Scale of charges on reverse of form.

Should the booking be not accepted the fee will be returned.

Requirements

	Yes	No
Piano		
P A System		
Display Boards		
Crockery & Cutlery		

Please note there is no extra charge for use of the above

Estimated number attending event

Layout (please indicate if you require a special layout)

Please turn over and sign

Conditions of hire

- The hirer undertakes to ensure that the conditions of the Llandyfaelog Hall Public Entertainment License are adhered to at all times. (License can be found in hall foyer)
- Smoking within the Hall premises is illegal and as hirer it will be ensured that no smoking takes place within the premises during the period of hire.
- As Hirer we agree to take full responsibility for all the items hired and used within the requirements section and undertake to pay all the expenses which may be incurred by them in repairing and making good any part of the hall, furniture of effects which may be damaged or destroyed by or in consequence of our use of the hall.
- The hirer is responsible for ensuring that any crockery used during the hiring period are cleaned and stored away
- Any tables used during the hire are to be wiped and left in the Hall.
- The hirer is responsible for ensuring that all lighting and power points are switched off at the end of the hire period that the hall is locked and the keys returned immediately to the Treasurer. (Should there be no reply in Cartref the keys may be put through the Treasurer's letterbox.
- The hall committee do not accept any responsibility for any personal effects lost or stolen during the hire period.
- It is the hirer's responsibility to carry out a risk assessment to conform with licenses.
- The hirer must not place any permanent items on the walls or ceilings or allow the walls or ceilings to be damaged by sticking items.
- The Caretaker will carry out a thorough cleaning and disinfection following or before hirings of all high traffic areas and surfaces likely to be touched often. However hirers must use their own equipment and sanitise areas they will use before and after your hiring.
- Hirers must remove any litter generated from the Hall on completion of your hiring.
- The Hirer shall have responsibility for their members / users during the hiring period. It will be the responsibility of the Hirer to ensure that appropriate arrangements are in place and managed throughout the hiring period. Access can be provided on appointment to Hirers prior to their first use in order to consider how this will be implemented.

I/We agree to the conditions of hire. Signed

Date

SCALE OF CHARGES

Meetings	£7.50 per hour for Organisations affiliated to the Hall (minimum of £7.50) £15.00 per hour for other Organisations (minimum £15.00)
Children's Parties	£15.00 per hour
Adult's Parties	£20.00 per hour
General elections	£275.00 per day
Fund Raising events	£12.50 per hour for Organisations affiliated to the Hall (minimum £25.00) £17.50 per hour for other Organisations (minimum £35.00)

NB Fund Raising events are defined as events where there is a charge at the door or through tickets where the general public are invited.
