

Coronation Hall Booking Form

BOOKING NUMBER

Name

Address

Tel

Email

N.B. If booking on behalf of group / club - please name

I wish to hire the hall as indicated below and as agreed with the Booking Secretary

Regular users (eg clubs/classes) please complete at start of hire

Date	Time	Purpose of hire	Fee Agreed
-------------	-------------	------------------------	-------------------

If any of the following are relevant - please tick below & complete the relevant paragraph in the Supplementary Form

- | | | |
|---|---------------------------------|--------------------------|
| 1. Alcohol | To be sold / served? | <input type="checkbox"/> |
| 2. Food | To be prepared / served / sold? | <input type="checkbox"/> |
| 3. Young persons (under 18) party? | | <input type="checkbox"/> |
| 4. Dance / disco? | | <input type="checkbox"/> |
| 5. External equipment hire eg. Bouncy Castle? | | <input type="checkbox"/> |
| 6. Decoration of any part of Hall? | | <input type="checkbox"/> |
| 7. Commercial Hire? | | <input type="checkbox"/> |
| 8. Parking in excess of 32 cars? | | <input type="checkbox"/> |

[I wish to hire the hall as stated and agree to abide by its terms & conditions for hire which I have read and fully understood \(available from our website \[www.graftonparish.com\]\(http://www.graftonparish.com\) or from Booking Secretary\)](#)

I enclose the full fee (including deposit where required) plus any supplementary forms as required

I will also complete a Completion of Hire document with regard anything that needs to be brought to the attention of the Hall Committee post hire.

Any hire that involves a deposit will need to complete/return the Completion of Hire form.

Your deposit will be returned on receipt of this completed form and on agreement that the hall has been left in a satisfactory condition

Signed

Date

PRINT NAME

Payment method - **by cheque** payable to **Coronation Hall** (return to hall letterbox by hand or by post to the Booking Secretary, Coronation Hall, East Grafton, Marlborough, SN8 3DB) or **by bank transfer** to **Sort Code** 30-92-63 **Account Number** 0121 6873 (using your Booking Number as Reference)

Coronation Hall, East Grafton - Reg. Charity 305519

Supplementary Booking Form - Additional Booking Conditions

BOOKING NUMBER

1. Alcohol

I understand and accept that I must abide by the terms and conditions of the Hall's Premise License (as available on the website and on display in the hall).

I understand that it is an offence to SELL/SERVE alcohol to any person under the age of 18

(Please sign that this paragraph has been read)

Signature

2. Food

I understand and accept that I will be liable and responsible for any food stuff prepared - whether on or off the premises, as served during this event

N.B. For events using a commercial catering supplier, please confirm by signature that they have the relevant Public Liability Insurance

(Please sign that this paragraph has been read)

Signature

3. Child / Young Persons Party

N.B. CRB Checks - I (the Hirer) will undertake to ensure that the CRB checking requirements are satisfied, where applicable for this hire

(Please sign that this paragraph has been read)

Signature

4. Dance / Disco etc

(as required by the Special Conditions of Hire in accordance with the Premises Licence issued under the Licensing Act 2003)

Please indicate anticipated maximum number to attend

Are tickets to be sold for this event?

Yes

No

Names of **attending and responsible adults**

- 1
- 2
- 3
- 4

I agree to abide by the Hall Function Committee NOISE VOLUME REQUIREMENTS i.e. Traffic Light System and will endeavour to keep disturbances outside the Hall to an **ABSOLUTE** minimum

(Please sign that this paragraph has been read)

Signature

Supplementary Booking Form - Additional Booking Conditions**5. External Equipment Hire eg Bouncy Castle**

I accept that any item brought into the premises will satisfy the necessary Health & Safety and Public Liability requirements and I will ensure the equipment is used in a safe and responsible manner

(Please sign that this paragraph has been read)

Signature

6. Decoration of any part of Hall?

I agree that any temporary decorations may **only** be fixed to the wall bars provided, **nothing** must be nailed, pinned or otherwise attached to the oak beams or plastered walls unless with **prior written permission**

(Please sign that this paragraph has been read)

Signature

7. Commercial Hire?

I undertake to arrange my own PUBLIC LIABILITY INSURANCE for the event booking number as shown above.

Please provide policy details -

Policy No

Signature

8. Parking in excess of 32 cars?

If cars exceed 32, I acknowledge the need for extra agreed parking arrangements.

I agree to ensure that cars will be parked respecting the property and access of residents whose homes surround the hall

(Please sign that this paragraph has been read)

Signature

N.B.

As a courtesy to those following your hire, please ensure that the hall, kitchen and toilets are left as you would hope to find them, THANK YOU

If you are unsure about any aspect of this form, please contact the Booking Secretary

CAR PARKING

← A338 ROAD THROUGH THE GREEN



STEEP BANK

GREEN CLOSE

TREE

CORONATION HALL TRACK

HEDGE

THE HALL

PLEASE USE THE CAR PARK AS INDICATED OR PARK CLOSE TO THE ROADSIDE KERB IN GREEN CLOSE BUT NOT ON THE BANKS OF THE GREEN THANK YOU.