

## Booking Form for the Braithwaite Hall, Far Sawrey

Name of Organisation/ group using the Hall	
Details of event – e.g. bingo, party etc	
Name of hirer making booking	
Address of hirer making booking	
Telephone number of hirer making booking	
Email of hirer making booking	
Name and address to send receipt to if different to above	
Date and time of booking	
<p>Session(s) and equipt requested:</p> <p>Morning [ ]    Afternoon [ ]    Evening [ ]    Full day [ ]</p> <p>Car Park half [ ]    Car Park all [ ]    Hearing loop [ ]</p> <p>If alcohol is to be sold please see the TEN notes attached</p> <p>The hall uses electric meters and £1 coins are required.</p> <p><b><i>Please note the user is responsible for setting up the room.</i></b></p>	
Please sign below to confirm that you have read and agree to the 'Conditions of Hire' and the notes relating to the Temporary Events Notice).	
Signature of hirer and date	
Signature of Booking Secretary and date	

**Please return this form to the Booking Secretary, Mrs Christine Hilton, Hall Bank, Town End, Far Sawrey, Ambleside, LA22 0LH.**

For further information, rates and availability, please ring the booking secretary on 07786 922831 and if this is out of range, please phone 015394 45356.

**The Braithwaite Hall, Far Sawrey, charity number 521378**

## **The Braithwaite Hall conditions of Hire**

1. The person signing the booking form is considered the hirer and must be over 21 years old.
2. Any person applying for the Temporary Events Notice (see below) must be over 25 and they must remain on the premises throughout the event.
3. The Management Committee may ask for a deposit for certain events.
4. Facilities will be used only for the purpose described on the booking form.
5. The hirer is responsible for the behaviour and safety of people at the event .
6. The Hall is covered for Public Liability, but the Management Committee is not liable for any loss or damage to property or personal possessions.
7. Payment in full must be made before the event to confirm a booking, (in some cases this will be at the booking secretary's discretion).
8. After an event, the Hall and grounds must be left clean and tidy, with fridge and freezer doors left open. The Hall must be left with windows and doors closed and all electric switches, heating and lighting switched off, except for storage heaters which must be left on.
9. No pins or tape should be used on the walls or paintwork. Do not attach anything to the hearing loop microphone.
10. The hirer must make users aware of fire safety.
11. Fireworks in the Hall or grounds are forbidden.
12. No smoking is allowed anywhere in the building.
13. The Management Committee reserve the right to change these Terms & Conditions at any time.

## **TEN NOTICE - Please read the following carefully:**

If you want to supply alcohol, or play music at your event, you must fill out a TEN (Temporary Event Notification). TENS cost £21 each and applications need to be made at least 10 working days before your event. Two copies of the TEN along with the fee of £21.00 to: -

Licensing Manager South Lakeland District Council Central Services Directorate  
South Lakeland House Lowther Street Kendal LA9 4UQ.

And One copy of the TEN to :- Chief Officer of the Police (FAO: Clive Davidson)  
Cumbria Constabulary Busher Walk Kendal LA9 4RJ. A copy of the signed TEN (by the Licensing Authority) needs to be given to the booking secretary. If the Licensing Authority does not agree to your TEN you must tell the bookings secretary.

Otherwise you will be breaking the law.

You do not need a TEN if you run a free bar or guests bring their own alcohol.

**Thank you for your co-operation.**

**The Braithwaite Hall, Far Sawrey, charity number 521378**