

## Booking Form for the Braithwaite Hall, Far Sawrey

Name of organisation/ group/person 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(s) and time(s) hall is required	
<p>Is exclusive use of the car park required?</p> <p>Car Park half [ <input type="checkbox"/> ]    Car Park all [ <input type="checkbox"/> ]</p> <p>Is Hearing loop required? [ <input type="checkbox"/> ]</p> <p>The hall uses electric meters and £1 coins are required.</p> <p>Please note the user is responsible for setting up the room.</p>	
Signature of hirer and date (signing this means you have agreed to the 'conditions of hire' on the following page)	
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**

**Banking details**    Braithwaite Hall    Sort code 01-09-75    Acc. No. 75807130

## **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 a Temporary Events Notice (see following page) 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 & freezer doors left open, windows & doors closed and all electric switches, heating & lighting switched off. Storage heaters must be left as found.
9. No pins or tape should be used on the walls or paintwork. Nothing should be attached to the hearing loop microphone.
10. The hirer must make users aware of fire safety.
11. Fireworks in the Hall or grounds are not allowed.
12. No smoking is allowed anywhere in the building.
13. The hirer will adhere to all relevant food, health and hygiene legislation & regulations. All food on the premises must be stored in compliance with the Food Temperature Regulations. The hirer is responsible for any outbreak of food poisoning.
14. All organisations providing activities for children in the hall are expected to have a Child Protection Policy in place.
15. Any user hiring a marquee is required to cover all insurance risks for it. Please discuss with the booking secretary.

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

If you want to supply alcohol (other than a free bar or guests bringing their own alcohol), play recorded music or provide regulated entertainment at your event, you must fill out a TEN (Temporary Event Notice). Email or phone South Lakeland District Council for a form. TENs cost £21 each and applications need to be made at least 10 working days before your event. Send 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. Send another copy of the TEN

to:- Chief Officer of the Police, Cumbria Constabulary, Busher Walk, Kendal LA9 4RJ. Send another copy to the Business Support Group, Food Safety & Environmental Protection, Community Services Directorate, South Lakeland District Council, South Lakeland House, Lowther Street, Kendal, Cumbria LA9 4UD. 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.