



Hall Hire Application

Details of Applicant	
Name	
Address	
	Post code
Telephone Number	
Mobile Number	
Email	

Details of Hire			
Date Required		Time	to
Halls to Hire <i>(please tick)</i>	Events Hall <input type="checkbox"/>		

Details of Events	
Event Type:	Meeting <input type="checkbox"/> Private Social <input type="checkbox"/> Educational <input type="checkbox"/> Commercial <input type="checkbox"/> Other <input type="checkbox"/> <i>Please specify ;</i>
What is the event about?	
Number of Guest	
Who will be attending the meeting?	
Will any political / Religious party involved?	Yes <input type="checkbox"/> No <input type="checkbox"/> If yes please provide more details: <i>(name of the party, details of the party and reasons for involvement)</i>

Payment			
Deposit	£80	Total Amount	£

Declaration		
I have read and understand the terms and condition		
Signature:	Print Name:	Date:

Official Use	
Deposit £80 Paid <input type="checkbox"/>	Paid in Full <input type="checkbox"/>
Receipt number	
Booking Officer:.....	Signature: Date:



TERMS AND CONDITIONS

All contracts made for the booking of the Hall are made with Bancroft T.M.C at 12 Wickford Street.

Provisional bookings may be made by telephone, fax, and email or in person. A confirmation covering the details of your booking will be sent to you. Until this has been signed and returned your reservation is only provisional.

The person who makes the booking will be considered to be the hirer and will be liable in respect of the booking. The hirer will be responsible for paying all charges arising out of the booking.

TIMES OF BOOKING: The hall will be available to enter only from the time the booking starts as specified by the confirmation of booking. The Hall should have been vacated by the booked time. If additional time is required to set up the room to the hirer's own specifications or to clear, then this should be included in the booking period. Failure to vacate the Hall within 15 minutes after the booked time will result in an extra full hour being charged which will be withheld from the deposit.

Normal hire of the Hall will be for a minimum period of one hour. We reserve the right to refuse bookings for periods of less than two hours if these will affect the amount of time the rooms can be used.

CANCELLATION OF BOOKING:

- Less than 6 days before booking 100% of room fee
- 7 - 14 days before booking 50% of room fee
- 15 - 28 days before booking 20% of room fee

Bancroft T.M.C reserves the right to withdraw permission for a booking at any time. This cancellation will not entitle the hirer to make any claim whatsoever against Bancroft T.M.C, although any payment already made in respect of the booking will be refunded.

TYPES OF BOOKING: Bancroft T.M.C reserves the right not to accept bookings from organisations or individuals. The hirer is required to state the nature and object of the booking.

No booking will be permitted or allowed to continue which in the opinion of Bancroft T.M.C is likely to create, or is creating, a disturbance, and inconvenience to residents in the neighbourhood or is in any way considered unsuitable. All hirers and users must abide by the Bancroft T.M.C's equal opportunities policy and guidelines.

FURNITURE AND EQUIPEMENT: The hirer will be asked to sign an inventory of furniture and equipment in the room on the day of the booking. These items will be checked by a representative of Bancroft T.M.C at the end of the booking. The hirer will be liable to make good any damages to the furniture and equipment and to any other property of Bancroft T.M.C resulting from the use of the rooms, however caused.

Please consult with staff before putting posters on the wall. Blue Tac, Sellotape and sticky pads cause damage to the walls please use masking tape only.

Bancroft T.M.C will not be responsible for any loss or damage to the hirer's property which may occur during the booking. The hirer is responsible for insuring all their own equipment brought

onto the premises. All equipment brought in by the hirer must be removed at the end of the booking.

SECURITY, HEALTH AND SAFETY: Users must comply with Bancroft T.M.C's Equal Opportunities, Security and Health and Safety Policies. Information will be issued to the hirer at the time the booking is confirmed. The maximum number of people allowed into the Hall is 30.

Bancroft T.M.C operates a no smoking policy in all public places.

If Bancroft T.M.C will need to provide extra stewarding staff to comply to Health and Safety requirements and evacuation procedures. The cost of additional staff will be passed on to the hirer of the venue.

All publicity and advertising leaflets concerning events held at the venue must be sent to Bancroft T.M.C for proofreading before being printed.

HIRE CHARGE: All rates exclude VAT which will be charged at the current rate.

Charges apply as follows:

- a) The Hire Charge for the hall is £20 per hour.

The Hall is available;

Monday - Friday between 6pm and 10pm.

Saturday between 10am and 10pm.

Sunday between 10am and 10pm.

- b) A deposit of £80 is payable for use of the Hall for social events. This will be refunded if, in the opinion of Bancroft T.M.C duty staff member, no damage has been sustained during the hire and the Hall is left in a clean and tidy condition.

- c) Please note that there are **NO** facilities for cooking or heating food or for keeping food hot. The Kitchen may be used as a servery but there is no access to any kitchen appliances. The space should be left clean and tidy.