

KNAPTON VILLAGE HALL

BOOKING FORM

PRELIMINARY NOTES

1. Person responsible for your event

Booking requests can only be accepted from a responsible adult, 18 years of age or older.

2. Date of your proposed event

Please consult the Booking Secretary Mary Renwick-Forster to check availability before proceeding with your booking request.

3. Prohibited activities

- a. Television Receiving Apparatus is NOT to be used since the Hall has no licence for such use
- b. Trampolines, Bouncy Castles and any other Inflatables are specifically prohibited from being used in the Hall or its grounds.

4. Sale of Alcohol

If you intend to sell alcohol during your event, then at least 10 days before your event you must apply to North Norfolk District Council and pay for a 'Temporary Event Notice' (TEN). This is obtained from <https://www.north-norfolk.gov.uk/> : put 'Temporary Event Notice' into the search box. The Hall Booking Secretary must be informed when you receive the licence and it must be displayed during the event.

5. Music and Drama

If your event is open to the public and involves the use of music (recorded or otherwise) and/or drama, you must have a PPLPRS licence from <https://pplprs.co.uk/>

6. Security Deposit

In addition to the hire charge, a Security Deposit of £50 may be required for functions such as discos, private parties, or other events at the Hall Committee's discretion. This will be refunded if the Premises are left in good order.

HOW TO SEND THE BOOKING FORM

Once you have completed and signed the Booking Form, please send it together with the completed Covid-19 Risk Assessment for your event/activity;

by email to the Booking Secretary bookings@knaptonvillage.org

by post to: The Booking Secretary K.V.H. Mary Renwick-Forster, Toghill,
The Street, Knapton, NR28 0SB

Please note: Do NOT send the form to the Hall.

HOW TO MAKE PAYMENT

Once we have confirmed your booking and a Hire Fee has been agreed, please make your payment to us either by cheque or bank transfer (BACS).

You will find the details below on the Booking Form.

Thank you for hiring our hall

We hope that your event is a great success.

KNAPTON VILLAGE HALL BOOKING FORM

Title Forename Surname

Address Postcode

Phone Email

Organisation, if any

Website, if any

Proposed event

Hire date(s)

Start time (after 09:00) End time (by 23:00)

Will alcohol be sold at your event? (Note 4 on page 1) Yes No

I confirm that:

1. I have read and understood the Conditions of Hire and I agree to abide by them.
2. I have read and understood the Covid-19 Special Conditions of Hire in force during the period when Covid-19 regulations apply and will ensure that these requirements are met to keep the Hall Covid-19 secure.
3. I attach my completed Covid-19 Risk Assessment.

Agreed Hire Charge £ (plus heating at £1 per hour)

Signature Date

Position in organisation (if applicable)

You can send your completed Booking Form to us:

By email: bookings@knaptonvillage.org

By post: **Booking Secretary - Mary Renwick-Forster, Toghill, The Street, Knapton, NR28 0SB**
Tel: 01263 720908

You can make payment to us by:

Cheque: Please make Cheques payable to **Knapton Village Hall**, remembering to quote the Hire Date(s) and booking name on reverse. Then post it to:

The Treasurer, J Foster, 1 Church Close, Pond Lane, Knapton, NR28 0SF

BACS Please quote the Hire Date(s) and booking name to:

Account Name: **KNAPTON VILLAGE HALL**

Sort Code: **30-96-16**

Account No: **00108610**