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9 Church Street, Kirkbymoorside, YO62 6AZ

## Booking Form



Kirkbymoorside Town Council, The Shambles, Crown Square, Kirkbymoorside, YO62 6AY  
Tel 01751 432217  
email: town.clerk@kirkbymoorsidetowncouncil.gov.uk  
www.....

Inv. No:

### Contact Details

Contact name

Phone

E-mail

  

(Tick preferred contact method)

### Your event: Times, dates and requirements:

Type of event:			
Date/s:			
Times:	From:	To:	

### Organisation Details:

Name			
Address			
Town		Postcode	

### About you/your organisation: Please tick as appropriate:

An individual	<input type="checkbox"/>	A Kirkbymoorside based organisation	<input type="checkbox"/>	A local or national charity	<input type="checkbox"/>
Friend of Kirkbymoorside	<input type="checkbox"/>	A commercial business	<input type="checkbox"/>	Other	<input type="checkbox"/>

**Please note:** Under normal booking conditions, clients will be expected to set out their own furniture before the event and clear away afterwards, removing all rubbish from the premises and leaving the rooms and storage areas safe, clean and tidy. ***Please make sure that your booking times allow for this.*** If you would prefer to have us arrange these matters for you, please indicate below that you wish to hire these additional services and our manager will be happy to discuss how we can meet your needs.

### Additional facilities (Please tick requirements)

	Cost	Cost
<b>SERVING ALCOHOL</b> When booking an event at which any alcohol will be served, please read and comply with booking conditions 8 on the reverse of this form. An extra charge will apply.		Help with setting up, clearing away and cleaning
Additional tables and chairs <b>Total Numbers required:</b>		Induction Loop
Crockery/Cutlery: (please discuss with staff on booking as amounts are limited)		Catering (We may be able to help, please ask.)

### Please detail any other special requirements:

**N.B.** A returnable bond may be charged in order to cover replacement materials and any additional cleaning costs.

**I acknowledge I have read and accept the booking terms and conditions:**

Signature

Please print name


## Booking Terms & Conditions

1. **General:**  
This is the basic position about your use of the Premises.
  - We only provide the use of the Premises.
  - You are responsible for organising and running your event.
2. **Our Responsibilities:**  
We will:
  - Make sure that the Premises are available for you at the times agreed.
  - Make sure the premises are clean and tidy for you.
  - Make sure that the premises are well maintained and reasonably safe for general use.
  - Lock up and make the Premises secure after you leave.
3. **Your Responsibilities:**  
You (and, where appropriate, your guests) should:
  - Take care not to damage the Premises, and report any damage (deliberate or accidental) to us in writing as soon as possible.
  - Not cause a nuisance or disturbance to members of the public, nearby residents or other users of the Premises. We are not spoilsports, but we have responsibilities to other people who may be affected by your event or activity.
  - Inspect and check the Premises to make sure they are safe for your particular purpose.
  - Behave courteously to other users of the hall, members of the public, and our employees.
  - Compensate us for any losses we suffer if you do not abide by these terms. Make sure that:
    - Your guests understand these responsibilities.
    - You have sufficient insurance cover against your legal liabilities.
    - You do not exceed the occupancy of the facilities.
    - The activities you carry out are legal.
    - Inform us if there is something you think we should know about.
4. **Smoking, Food and Drink**  
It is your responsibility to make sure that there is **NO Smoking** within any part of the building.  
  
We will make sure that any part of the facilities used by you for the preparation or processing or sale of Food or Drink:
  - is clean and maintained in good repair at the start of your event;
  - is designed and constructed to permit good hygiene practices;
  - is provided with an adequate supply of suitable (drinking) water;
  - has suitable controls in place to protect against pests;
  - has adequate natural and/or artificial lighting;
  - has sufficient natural and/or mechanical ventilation;
  - is provided with clean lavatories which do not lead directly into food rooms;
  - has adequate hand-washing facilities;
  - has adequate drainage.  
If you are going to use the Premises for the preparation, processing, consumption or sale of food or drink, it is your responsibility to make sure that you carry out good hygiene practices and comply with all other provisions of the Food Safety (General Hygiene Regulations) 1995. You will find a copy on the wall in the kitchen.  
  
We may need you to provide evidence of compliance with the Regulations.
5. **Occupancy**  
The maximum number of people who can use the Premises at an event is 50 people.  
  
At the times the Premises are used for Public Entertainment and if you use door staff on the Premises they must be a member of a North Yorkshire Police Approved or National Door Registration Scheme.  
  
Notwithstanding the above general condition in respect of registered doorkeepers, in the event that young persons/youth discos, live bands or similar events for young persons are to be held on the premises, there shall be on duty a minimum of 4 registered door staff who must be members of a North Yorkshire Police Approved or National Approved Registration Scheme.  
  
Details of the registered Door Keepers with proof of registration and training must be forwarded to Ryedale District Council.
6. **Hours of Operation**  
Without the consent of Ryedale District Council the Premises shall not be kept open after the permitted hours of any Justices Licence in force on the Premises at the time of an entertainment and at other times when not subject to a Justices Licence, the Premises shall not, except with the consent of Ryedale District Council, be kept open after midnight Monday to Saturday and 2300 hours Sundays.  
  
*These are safety precautions. It is your guests' lives that are at risk. It is your responsibility to make sure that the number of people attending your event does not in any circumstances exceed the laid down limits and that the above is fully complied with at all times.*
7. **Fire & Safety Precautions**  
It is your responsibility to:
  - Keep a register of your guests.
  - Make sure you and your guests are familiar with the location and working of the fire exits, fire-appliances, first aid boxes and safety equipment. Your guests must be made aware of the procedure to be adopted on the operation of the fire alarm.
  - Put in place adequate safety procedures, particularly if there may be children or disabled or elderly people attending your event, or if alcoholic beverages are to be provided.
  - Ensure that any of your own equipment that you may use is safe and covered

by any appropriate certification.

8. **Licensing:**  
You must make sure you have obtained any licences and permissions necessary for the event you are holding. If you are unsure please ask us, and if you are selling anything, inform Trading Standards 21 days before the event takes place.
9. **Your equipment and other people's property**  
We have limited storage space, so if you want to leave equipment on the Premises, either before an event, or after it, or from week to week you must ask our permission to do this. We may make a charge for storage. If permission is given, we are not responsible if the equipment gets lost or damaged or stolen, unless it is proven that we have been negligent. It is your responsibility to insure any equipment against these risks. We can withdraw our permission if the continuing storage of equipment would prejudice the use of the Premises. If so, we will inform you and you must remove it as soon as possible. **If you use any of your own electrical equipment, you must ensure that it has a valid test certificate issued by a person fully qualified to do so.**
10. **Charges and Payments.**  
There are standard charges for the use of the Premises. The Town Clerk will be able to tell you what they are.  
  
A deposit will usually be required, and full payment should normally be made 14 days before the event.  
  
We may be required to lodge a bond up to a maximum of £500, this to be paid in advance against breakages, damage additional cleaning costs or other losses.
11. **Cleaning**  
We will make sure that the Premises are clean and tidy at the start of your use, and clean them generally afterwards.  
  
You must leave the Premises in the same state of tidiness-and cleanliness as you found them.  
  
If you use the kitchen facilities, you should:
  - Wash and put away all crockery and cutlery used.
  - Wash and wipe over all work-surfaces used.
  - Wash and clean the-cooker top, sides and oven, if-used.
  - Remove all rubbish from premises.  
Our Staff will be responsible for sweeping and washing the floor, cleaning the toilets and communal areas (as necessary) after you have finished your use of the Premises.
12. **Insurance**  
We would like to explain the insurance position.  
  
As the people who provide and maintain the Premises, we have insurance cover for **our** legal liabilities, **but not yours**.  
  
If you or one of your guests is injured, or killed, or suffers any kind of loss as a result of the event you are running, we do not have insurance cover, and we are not responsible unless we have been negligent. **If you are in any doubt about your position, you must obtain your own advice; we cannot and will not advise you about this.**  
  
We may need you to provide evidence of satisfactory insurance cover, and we may terminate your permission to use the Premises if this is not provided to us.
13. **Safety generally:**  
We take responsibility for providing a safe **place** to run your event or activity, unless it involves special risks.  
  
You are responsible for **running** it safely  
This might include making sure people behave properly and that you have adequate insurance cover, stewarding, supervision, instruction etc, but we do not and cannot take responsibility for how you run your event.
14. **Cancellation and Termination**  
Please give at least two weeks' notice in the event of cancellation.  
In the event of cancellation, part or full payment may be charged. In the case of a regular local or charity booking, this charge will not exceed the cost of two bookings.  
  
We can cancel or suspend our arrangements with you if:
  - do not abide by the terms of this agreement, or,
  - You do not pay-the-charges, or
  - We are, in exceptional circumstances, unable to offer you the use of the Premises.We will give you as much notice as possible, but this depends entirely on the circumstances.
15. **The Legal Position:**  
This agreement is our permission to use the Premises at the times and for the purposes agreed. It is not a tenancy.
16. **Our Employees:**  
We ask you to be courteous and polite to our employees, and expect them to be courteous and polite to you. If there is any disagreement about your use of the Premises, we ask you to contact the Town Clerk as soon as possible, so we can look into it. Our employees have no right or authority to alter the terms and conditions on which you use the Premises. This can only be done in writing by the Town Council.
17. **Further information:**  
If you need any further-information about the use of the Premises, please contact the Town Clerk.