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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:

NAME OF ORGANISATION			
CONTACT NAME			
ADDRESS		EMAIL ADDRESS	
		TELEPHONE	
EVENT TITLE			
MEETING LEADER ON DAY			
DATE OF MEETING			
TIME OF MEETING	From		Until

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.**

Additional facilities (Please tick requirements)

		Cost			Cost
SERVING ALCOHOL 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					
Total Numbers required:					
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.					

CUSTOMER SIGNATURE REQUIRED TO CONFIRM BOOKING		FOR OFFICE USE ONLY
<p>Cancellations must be made in writing at least 14 days in advance. Cancellations not meeting this requirement will be invoiced at 100% of normal charges.</p> <p>A deposit will usually be required, and full payment should normally be made 14 days before the event.</p> <p>I acknowledge I have read and accept the booking terms and conditions:</p>		Confirmation Sent: Initial:
DATE:	SIGNED:	

PLEASE NOTE there is **NO Smoking** in the building. It is your responsibility to make sure that there is **NO Smoking** within any part of the building.

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

- Ensure the Premises are available for you at the times agreed.
- Ensure the premises are clean and tidy for you.
- 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 and nearby residents.
- Compensate us for any losses we suffer if you do not abide by these terms.
- Ensure sufficient insurance cover against your legal liabilities.

4. SMOKING, FOOD AND DRINK

It is your responsibility to make sure that there is **NO Smoking** within any part of the building.

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.

5. OCCUPANCY

The maximum number of people who can use the Premises at an event is 40 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.

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.

7. FIRE & SAFETY PRECAUTIONS

It is your responsibility to ensure you and your guests are familiar with the location and working of the fire exits, fire-appliances, first aid boxes and safety equipment.

Your own equipment must be safe and covered by appropriate certification where applicable.

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.

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. CLEANING

You must leave the Premises in the same state of tidiness and cleanliness as you found it and remove all rubbish.

10. INSURANCE

We have insurance cover for **our** legal liabilities, **but not yours**. We will need you to provide evidence of satisfactory insurance cover, and we may terminate your permission to use the Premises if this is not provided.

11. CANCELLATIONS

Cancellations must be made in writing at least 14 days in advance. Cancellations not meeting this requirement will be invoiced at 100% of normal charges.

We can cancel or suspend our arrangements with you if you do not abide by the terms of this agreement.

12. 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.