



9 Church Street, Kirkbymoorside, YO62 6AZ

Booking Form

Kirkbymoorside Town Council, Church House, 7 High Market Place, Kirkbymoorside, YO62 6AT
 Tel 01751 432217 email:town.clerk@kirkbymoorsidetowncouncil.gov.uk
 www.kirkbymoorsidetowncouncil.gov.uk

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

***The Meeting Leader is the Responsible Person and must abide by the Fire & Safety protocol noted in item 6.**

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.**

SERVING ALCOHOL When booking an event at which any alcohol will be served, please read and comply with booking conditions 7 on the reverse of this form. An extra charge will apply.

CUSTOMER SIGNATURE REQUIRED TO CONFIRM BOOKING		FOR OFFICE USE ONLY
Cancellations must be made in writing at least 7 days in advance. Bookings made within 7 days of the event are non-cancellable. 20% of the booking fee will be charged for late cancellations. A deposit may be required, and full payment should be made prior to the event unless there is an agreed account with the Town Council. I acknowledge I have read and accept the booking terms and conditions:		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. OUR RESPONSIBILITIES are to:

- 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.

2. 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.

3. 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.

4. OCCUPANCY

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

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.

5. 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.

6. 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.

The responsible person must:

- i. Inform all party members of the location of the assembly point
- ii. Take a head count of all persons at the start and end of the event
- iii. Contact the fire service in the event of a fire
- iv. Ensure that the doorways are clear for access/egress at all times
- v. Ensure that all radiators are turned to the frost setting upon departure
- vi. Switch of any/all electrical appliances upon departure.

We take responsibility for providing a safe **place** to run your event or activity. You are responsible for **running** it safely.

7. 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.

8. CLEANING

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

REPAIRS

If your event requires the use of wall space to mount exhibits it is your responsibility to make good the wall surface with appropriate filler and conceal any markings with a colour match paint.

9. 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 when this is not provided to us.

10. CANCELLATIONS

Cancellations must be made in writing at least 7 days in advance. Cancellations not meeting this requirement will be invoiced at 20% of normal charges.

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

11. THE LEGAL POSITION

This agreement gives you permission to use the Premises at the times and for the purposes agreed.

It is not a tenancy.