

Booking Form

CUSTOMER DETAILS		OFFICE USE	
Name:		Entered onto Hallmaster by:	
Address:		Rate agreed per hour:	
Group name or event:		Key fob required:	
Telephone:		Key fob given:	
Email:		Agreement signed:	
Group insurance:	Please provide evidence of your insurances to cover incidents within your group.	Room hire deposit paid: Include amount	
		Damages deposit paid: Include amount	

As the lead name on this booking it is your responsibility to either be on the premises at all times or to have a nominated responsible adult to lead on your behalf. You must ensure that all Health & Safety is maintained and maximum room capacity numbers are not exceeded.

Seen by:	
----------	--

FULL DETAILS OF YOUR BOOKING			
Date of hire:	Repeat / subsequent bookings should be listed in full on page 2.		
Start time:	End time:		
Please explain the nature of your booking in as much details as possible:			
Does your booking support any of the following: Tick all that apply	<input type="checkbox"/> Lonliness	<input type="checkbox"/> Health & Wellbeing	<input type="checkbox"/> Skills
	<input type="checkbox"/> Elderly	<input type="checkbox"/> Children or Young People	<input type="checkbox"/> Community
		<input type="checkbox"/> Families	<input type="checkbox"/> Disabled
Room(s) required:	<input type="checkbox"/> DJ Lounge Max capacity 12	<input type="checkbox"/> Main Hall Max capacity 80	<input type="checkbox"/> Chatterbox Max capacity 4+4
	<input type="checkbox"/> Preston Room Max capacity 6	<input type="checkbox"/> Pitts Room Max capacity 20	<input type="checkbox"/> Chatterbox Computer use
	<input type="checkbox"/> Ballroom Max capacity 80 No disabled access	<input type="checkbox"/> Paget Room Max capacity 20 No disabled access	<input type="checkbox"/> Kitchen With appliances Max capacity 3 Full induction required
			<input type="checkbox"/> Kitchen Without appliances Max capacity 3 Full induction required
A £100 damages/additional cleaning deposit is required for one off bookings in the Main Hall, Ballroom and Kitchen			

FULL DETAILS OF YOUR BOOKING <small>continued</small>		OFFICE USE	
Risk assessment:	<input type="checkbox"/> Provided to Fearon Hall staff	Seen by:	
Purchase Order No: If required by your finance department			
IMPORTANT Numbers attending including staff:	This is important so that we know how many people are in Fearon Hall at any given time. For weekly bookings your attending numbers may fluctuate so please keep a note and update us for annual monitoring purposes		
Alcohol:	<input type="checkbox"/> Please speak to us about alcohol	Discussed with:	
Performance licence:	<input type="checkbox"/> Provided to Fearon Hall staff	Seen by:	

ADDITIONAL EQUIPMENT HIRE			
Items below are available to hire for a small fee. Please indicate your requirements and the fee will be added to your booking			
TV (includes remote control):	<input type="checkbox"/>	Access to 4 computers: In the Chatterbox Room Please indicate number of computers required	<input type="checkbox"/>
		Projector screen:	<input type="checkbox"/>

FOOD AND DRINK PACKAGES
We can provide a variety of hot and cold food and drink packages to complement your booking including childrens party food, light refreshments, cold buffets, hot meals and three course dinners for private and corporate events. Please speak to us about your requirements and we will confirm costs separately.

By signing this form I accept the terms and conditions of hire and agree to pay Fearon Community Association (FCA) for any losses or damage incurred during this hire period which were caused by the hire party or organisation. I agree to my contact details being used for the administration of this booking.

I agree to being contacted for marketing and promotional purposes by FCA.

Print name:	
Signature:	
Date:	

For recurring / repeat / bulk bookings please add all additional dates below:			
Date	Start time	Finish time	Room