

Thaxted Parish Council

The Community Hall

Newbiggen Street

Thaxted

Dunmow

CM6 2QT

email: clerk@thaxted-pc.gov.uk

email: assistantclerk@thaxted-pc.gov.uk

web: www.thaxted-pc.gov.uk

**THAXTED PARISH COUNCIL**

**Community Hall Booking Form**

**Provisional Booking Request**

**Location for Booking: Community Hall, Newbiggen Street, Thaxted, Dunmow, CM6 2QT**

**APPLICANT DETAILS**

**Name of Individual/Organisation:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Postcode:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Email:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Tel No:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Mobile:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Person Responsible (if different from above):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**BOOKING DETAILS**

**Date(s) Required:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Time Required:** From: \_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_ (Please include set-up and clear-up time)

**Purpose of Hire:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Expected Number of Attendees:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Type of Booking (please tick):**

* [ ] Community Hall Only (incl. toilet & kitchen use) - £15 per hour
* [ ] Community Hall Only - Full Day (9am-5pm) - £75
* [ ] Community Hall and Playing Field Combined - Half Day - £35 (Please note: If pitch marking is required, this must be arranged by the hirer)
* [ ] Additional Parking, £5 per hour

**ADDITIONAL REQUIREMENTS**

**Will alcohol be served?** Yes [ ] No [ ]
*If yes, please note that a Temporary Event Notice may be required from Uttlesford District Council: https://www.uttlesford.gov.uk/article/5520/Temporary-Event-Notice*

**Will you require use of the kitchen facilities?** Yes [ ] No [ ]

**Do you require any special arrangements?** (Please specify)

**PAYMENT DETAILS**

**Total Amount Due:** £ \_\_\_\_\_\_\_\_\_\_\_\_\_

**Please Note:** An invoice with a payment link will be sent once your booking is confirmed.

A deposit of £50 is required to secure your booking, refundable after inspection of the premises following your event. **Please use the booking DATE and your Surname/group name as reference**. Payable by Bank Transfer to:

**Thaxted Parish Council;**

**Sort Code 30-94-47**

**Account Number 50750560**

**IMPORTANT NOTES**

* **All bookings are provisional until confirmed in writing by Thaxted Parish Council.**
* **Cleaning:** Cleaning of the premises is the sole responsibility of the hirer. Cleaning materials are supplied and stored safely on location. Please ensure these are used in accordance with the manufacturer's instructions.
* **Insurance:** A copy of the hirer's Public Liability Insurance must be submitted with this booking form to office@thaxted.co.uk (for the event that you are hosting)
* **Fire Safety & Health and Safety:** When the Community Hall is in use, it is a requirement that the shutters remain open to maintain fire escape routes. These shutters are lockable from the outside of the building, and it is the hirer's responsibility to securely lock these upon completion of hire.

**DECLARATION**

I have read and agree to abide by the terms and conditions of hire for Thaxted Parish Council Community Hall. I understand that failure to comply with these conditions may result in additional charges or forfeit of deposit.

**Signed:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please return this completed form to:
The Clerk, Thaxted Parish Council, Community Hall, Newbiggen Street, Thaxted, Dunmow, CM6 2QT
**Bookings form ONLY Email**: office@thaxted.co.uk | Tel: 01371 831952

*Thaxted Parish Council is committed to protecting your personal data. Our Privacy Notice can be found on our website.*

**FOR OFFICE USE ONLY**

**Booking Reference:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Deposit Received:** £ \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_

**Full Payment Received:** £ \_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_ **Receipt No:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Booking Confirmed:** Yes [ ] No [ ] **Confirmation Sent:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Post-Hire Inspection Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_ **Deposit Returned:** \_\_\_\_\_\_\_\_\_\_\_\_\_

**Notes:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_