



Tickhill Parish Room

Booking Form

Name: _____ Address: _____

_____ Post Code: _____

Telephone: _____

Email Address: _____

Date/s Hall required: _____

Time/s required: _____

(please remember to include preparation time and tidying up time)

Additional Equipment required (please tick if required and add to Booking Fee)

- Cooker £12 for full meal, no charge if just re-heating
- Projector £6
- White Table Cloths £2 per cloth

Alcohol may be consumed on the premises, but we are not licensed for the sale of alcohol.

This is an application only and does not guarantee a booking, which will only be valid after payment of hire charges and receipt of confirmation.

Cheques should be made payable to: **Tickhill Parish Room** and sent with this form to:

Mrs J Birkinshaw, 19 Wong Lane, Tickhill, Doncaster DN11 9NY
(If you require a receipt please enclose a stamped addressed envelope).

I have read, and am authorised to agree on behalf of

to abide by the Terms and Conditions of Hire which are attached

Signed: _____

Date: _____

Terms & Conditions

The Hirer agrees that:

1. The Management reserve the right to grant or refuse any application for hire.
2. A responsible person shall be present and will contact Emergency Services if necessary.
3. The Hirer is responsible for setting up/clearing away furniture using the racks provided.
4. Nothing is to be attached to walls or permanent fixtures, inside or out. Any damage caused MUST be reported to the Caretaker and a charge may apply.
5. All exits must be kept clear at all times. The Hirer must take note, and make participants aware of, the fire alarm, fire appliances, emergency exits and procedures. The fire assembly point is in St Leonard's. The Hirer must ensure a safe exit and await instructions from the Emergency Services. The Hirer must read the Fire Risk Assessment on the main notice board in the hall.
6. The *First Aid Box* is in a clearly marked kitchen cupboard. All accidents must be reported to the Caretaker so an appropriate entry can be made in the official HSE Accident Book.
7. The Parish Room can accommodate 60 persons theatre style and 40 seated at tables.
8. The Parish Room is **NOT** licensed for the SALE of alcohol. It is licensed for live and recorded music, films, DVDs, etc. The Hirer must conform to all legal requirements.
9. The premises will be vacated promptly at the end of the hiring period. The premises and equipment are to be left in a clean and tidy condition. All rubbish is to be removed.
10. Appliances and apparatus must only be operated by competent people. All electrical equipment supplied by the hirer MUST have a valid Portable Appliance Test (PAT) label or certificate before it can be used.
11. The central heating boiler in the kitchen MUST NOT be altered or switched off.
12. Explosives, flammable spirits or liquid gas containers are banned from the premises.
13. The Parish Room is covered by Public Liability insurance but accepts no responsibility for injury to person, loss/damage/theft of articles from/on the premises during the let or at any time.
14. Commercial and national organisations must have their own Public Liability Insurance. The Hirer is responsible for ensuring that any instructors, tutors, group leaders etc. are appropriately qualified and that CRB checks are in place where necessary.¹
15. **Cancellation.** In the event of a cancellation if less than 14 days notice of is given there will be no refund.

IT IS ILLEGAL TO SMOKE ON THE PREMISES



Tickhill
Parish Room

FEES – 2017

General Users - £12 per hour

Frequent General Users - £10 per hour
(minimum 10 bookings per year, minimum of four to be paid for in advance)

Commercial Users - £18 per hour

Frequent Commercial Users - £15 per hour
(minimum 10 bookings per year, minimum of four to be paid for in advance)

There will be an additional charge for use of the following:

Projector - £6 per booking

Cooker - £12 for full meal

White Tablecloths - £2 per cloth

All other kitchen equipment is included in the Hire Fee

To discuss your booking arrangements please contact Janice Birkinshaw on 07840 419763

If you have any problems during your hire of the Parish Room, please contact one of the following people:

Caretaker: Janice Birkinshaw 07840 419763

Chairman: Brian Stevens (01302) 745533

Committee Members: Margaret Marrison (01302) 742688

Secretary: Noreen Sweed (01302) 743293

Treasurer: Bernard Rounthwaite (01302) 744459



www.tickhillparishroom.co.uk