**LLANBEDR CRICKHOWELL VILLAGE HALL**

**[Please note that we are unable to take bookings ‘on line’ currently and anyone interested in hiring the Hall will need to contact the Booking Secretary directly – details below.**

**BOOKING FORM**

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| Name:   |
| Address:    |
| Telephone Numbers: E Mail Address  |
| Date Required:   |   |
| Time Required:   |   |
| Details of Event:      |
| Will the event be open to the general public? YES / NO  |
| Will alcohol be sold, bought or consumed at the event? YES / NO If Yes please explain further…………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………… |
| ***If alcohol is to be sold at the event, by signing this form, the hirer confirms that they will obtain the necessary LICENCE and comply with paragraph 8 of the Booking Terms and Conditions.***  |

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| Facilities Required  |
| Tables : Yes / No How many?   |
| Chairs: Yes / No How many?   |
| Kitchen: Yes / No Heating and Water On/Off |
| Other Requirements:   |
| Please complete and sign below:  |
| * I have read and understood the Llanbedr Village Hall Booking Terms and Conditions and agree to comply with them. All hirers must abide by the health and safety notices in the hall.
* All bookings are made and accepted subject to compliance by the hirer with the guidance to minimise the risk of coronavirus at hospitality events and venues in force on the date of hire (see https:/gov.Wales/hospitality.venues) and in compliance with the Welsh Government Covid Regulations and their more general guidance.
* All Hirers of the Hall must ensure that they have their own public liability insurances for all events and are covered appropriately for high-risk walking , biking and hiking events. This should include insurance for accidents, injuries and any loss of property.
* For overnight events hirers must ensure they have the appropriate overnight public liability and any other insurance required. This should include insurance for accidents, injuries and any loss of property.
* All hirers must ensure that the 4 emergency exits (particularly the lobby area facing the road) are kept free from any items preventing a speedy and safe access to the outside.
* The event leaders need to ensure that they sign this form to cover the above points.
* Where events are arranged for children, under the age of 18, parents and guardians – the person making the booking, MUST supervise events to ensure all children are kept safe. Children must not be allowed to play outside in the car park area when an event is taking place and vehicles are likely to be moving.
* All Hirers must leave the Hall in the same state of cleanliness as they find it. Please see below the checklist on departure.
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| **Name And Address of Hirer [Print]:**  |
| **Signature:**  **Date:**  |

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| ***Please return the completed form with a deposit of £10 payable to Llanbedr Hall Association, to the Booking Secretary to Llanbedr Hall, Llanbedr, Crickhowell NP8 1SR. The balance is due 7 days before the event.* Booking secretary will advise on balance payment process.****Costs for hire please discuss and agree with the booking’s secretary. Other rates can be negotiated where necessary.** |
| ***Booking Secretary: Ms N Bevan* Telephone *: 01873* 812385. Jo Blackburn 01873 810239**  |
| **Checklist On Departure**Heating and Water Turned Off Yes/NoFridge and Cooker Turned Off Yes/NoWi-Fi Turned Off Yes/NoHall is Clean and Tidy Yes/NoRubbish Bins Emptied and Black Bags Taken Yes/NoInternal and External Doors are Locked Yes/NoShed Door Locked Yes/NoAll Lights Turned Off Yes/No All Equipment, Utensils and Cleaning Cloths are Returned Clean. Yes/No  |

Amended Nov 24