**Cockburnspath Village Hall Booking Form**



***PLEASE COMPLETE IN BLOCK CAPITALS***

Name of Applicant .......................................................................................................

Address.........................................................................................................................
.............................................................................................................................................
Contact telephone no: .................................. email address ............................................

**Organisation (if applicable): ................................................................................**

**Details of the event ................................................................................**

**Date of the event ................................................................................**

**Start time of booking ………………………………………………………….**

**End time of booking ………………………………………………………….**

**NOTE: Week-end bookings are from 12 noon Friday to 12 noon Sunday**

Area of the Hall Required Full Hall (default) 

 Main Hall Only (No seating area or kitchen) 

 Cafeteria Seating Area + kitchen 

Special requirements Tables  Number required ……….

 Chairs  Number required ……….

 Crockery  Number required ………..

 Cutlery  Number required ………..

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Extra charges for: Projector  Sound System  Screen **

 **Stage (subject to availability) base only **

 **full stage **

**Please see ‘Village Hall Hire Charges’ for details of extra charges**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please detail any equipment eg bouncy castle, generator, being brought into the hall

………………………………………………………………………………………………………….

………………………………………………………………………………………………………….

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Category of user: local / non-local user

Estimated number attending .....................................

For Fire Precautions Regulations we require names and addresses of ***Responsible Persons*** who will be present throughout any event.

For bookings we require the name and address of 2 responsible persons and contact numbers

|  |  |  |
| --- | --- | --- |
| **Name** | **Address** | **Contact Telephone No.** |
|  |  |  |
|  |  |  |

**Conditions of booking:**

* To treat the hall with care and respect
* To clean the hall before and after my booking only with the provided cleaning equipment and products.
* Collect contact details for track and trace for all attendees to the booking
* Ensure that all attendees of the booking adhere to social distancing as appropriate to the activity being carried out.
* To return the cafeteria seating area back to its usual layoutif moved
* To report any accidents and record them in the accident book
* To report any damage to the hall
* To complete the sign in sheet when arriving and leaving
* To turn off the lights and hot water heaters before leaving
* To make sure that the hall is locked on leaving
* To keep the side doors closed if playing music or films during an
* evening booking
* To provide a copy of liability insurance to the hall from any hire
* equipment company (such as bouncy castle supplier)

**I agree to abide by the hall booking conditions as notified and will complete the sign-in sheet**

  Signature .......................................................................... ...

 Date .........................................

Payment details:-

By cheque: Please make cheques payable to Cockburnspath Village Hall

By BACS: Account Name: Cockburnspath Village Hall

 Sort Code: 80-22-60

 Account No: 17623962

Return via email to: cockburnspathvillagehall@yahoo.co.uk

For hall use:

Deposit Paid: Amount: ……………. Date: ………………..

Deposit returned: Amount: ……………. Date: …………………

Additional COVID measures:

1. Organisers/hirers must make it clear to all potential attendees of their group or event that no person must enter the hall if anyone in their household has symptoms of coronavirus (COVID-19). They must also inform their attendees that if they develop COVID-19 symptoms within 10 days of visiting the hall, they must immediately alert NHS Test and Protect.
2. Organisers/hirers must conduct a COVID-19 risk assessment of their event, outlining any additional COVID-19 safety measures they intend to take other than those already required by the hall, and share this with the village hall at least a week before the date of their booking. This should include information about, and steps to be taken to protect those attendees from groups considered particularly vulnerable to COVID-19.
3. Organisers/hirers must ensure that every member of their group complies at all times with COVID-19 safety measures as directed by the village hall. Specifically, everyone must sanitise their hands upon entry, obey the 2 metre physical distancing instructions, disinfect surfaces and equipment at the end of their session (see below) and practice good personal hygiene.
4. Organisers/hirers must ensure that all attendees at their session record their contact details, entry and exit time in order to comply with the Test and Protect provisions.
5. At the end of the session, organisers/hirers must ensure that all surfaces in the room(s) used (table-tops, chairs, shelves, door handles, window handles, etc.) including the toilets, are cleaned with the disinfectant provided.
6. Any equipment stored at the hall and used by the members of your group must be cleaned at the end of the session with the disinfectant provided; and then returned to storage.
7. Where or when requested to do so by appropriate signs, a face covering must be worn.
8. Activities that are considered high risk by the village hall; and activities that are not yet permitted by the Scottish Government’s Coronavirus (COVID-19) route map, shall not be undertaken by anyone within the hall.
9. If the organiser is to provide food and drink at the event, they are to provide their own provisions, cups, plates and other utensils etc.
10. Where possible, organisers/hirers should maximise the ventilation in the room being used by opening windows
11. Any serious breach of physical distancing rules, or of any other COVID-19 safety measure must be reported to the village hall commitee.