

Jubilee Hall, Church Street, Winsham, Chard, TA20 4 HU

Pre- Booking Information Form

(To be completed by all new users of the Jubilee Hall. On completion please return to Mrs Sandy Wells, Old Kings Arms, Church Street, Winsham, Chard, TA20 4HU)

To be completed and signed before any booking for use can be arranged

1. Proposed date of Booking/s.....

2. Name of Hirer.....
Address.....
.....
Tel.No:..... E-Mail:.....
Web Site Address (if applicable).....

3. Name of signatory (If different from above)
.....
Address.....
.....
Tel:..... E-Mail.....

4. Purpose of Hiring.....
.....

5. Please state the corporate status of the Hirer (i.e., Business, Local Authority, Charity, Club, Other- Please describe).....

6. Have you had a booking refused by a Hall, on any other grounds than availability, within the last three years? If so please give details.....

7. Age range of people attending.....
a) Will any person under the age of 18 be attending?

8. Have you organised a similar event before?.....
a) If 'Yes', please provide a contact for reference purposes..... Tel:.....
Address.....

9. Have you or the organisation you represent ever forfeited a Deposit or part of a Deposit paid as security against damage in the context of a Hall or meeting place?
a) If so, please give brief details.....
.....

10. Will you be applying for a Temporary Events Notice for the sale or distribution of alcohol?.....
a) Do you intend to serve alcohol under any circumstances?.....
b) Do you intend to charge for admission?.....

cont...

Declaration: I the undersigned declare that to the best of my knowledge:-

- 1. The information given above is accurate.**
- 2. All the activities that will take place will be entirely legal.**

Signature.....Date:.....

On behalf of.....

Address.....

.....

A false declaration may result in the cancellation of the Booking. Return of any deposits would be at the discretion of the Jubilee Hall Management Committee.

Details of The Jubilee Hall's policies in respect of Hall Hire are available on request and deal with Hiring Policy, Equality and Diversity, Access to Broadband Facilities and Health & Safety. They can also be viewed in the Jubilee Hall Zone at www.winsham.org.uk