

**Group Form** This form is for Groups or individuals who wish to book more than one week

All bookings must be confirmed in writing.

Cofton Hackett Village Hall has CCTV installed in the hall and around car park

All Groups wishing to book the hall must fill in a form and return to  
Mrs J Webb 19 Oakfield Drive Cofton Hackett Worc's B45 8AN

Please make payments directly into bank account

Cofton Hackett Village Hall Committee

Bank transfer details: 30-91-36 00560281 (preferred option)

No guarantee of booking is given ,until we have received the form back & Please include one-month (returnable ) deposit .

**One months' notice and keys returned , or your deposit is forfeit**

Applicants details

Name	
Address	
Email address	
Phone Number & Mobile Number	

About your group

Brief description of group	
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<b>Which room do you require?</b>	<b>Large</b>		<b>Small</b>	
Number of sessions held per month				
Morning,		Afternoon		Evening

Number expected to attend	
Adults	children

**Please fill in below :Day& times wanted  
(Time to set up, put away & clear hall after must be added.  
If only required term time, please state**

Day		from		to	
Day		from		to	
Day		from		to	

Do you serve food or drink at any of your sessions?

Do you sell any goods or food or drink at your sessions?

Do you charge an entrance fee or state if members pay a subscription to join?

Does anyone running your group have a first aid certificate?

All groups wishing to hold meetings or activities at the hall must have their own public liability insurance. Please include a copy when returning this form.

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<b><u>If your group involves under 16's</u></b>	
<b>Do you have the necessary police checks?</b>	
<b>How many supervisors do you have?</b>	
<b>Please give names ,contact details &amp; address of other Supervisors,</b>	

**Terms & Conditions**

**For groups using the Cofton Hackett Village Hall**

1. All groups using the hall must have their own public liability insurance; this must be seen to be renewed each year.
2. Hire charges to be paid on receiving invoice
3. The keys are not to be lent or copies made.
4. Only those specified as the group leader and signing the form ,can use the hall .In cases a leader and the signee wishes someone else to take their group or class Cofton Hackett Village Hall committee must be informed before the appointed date and their named and addresses given to the he committee .
5. At all times the committee must be informed who is using the hall
6. All groups must mark the calendar on days they use the hall
7. All groups must fill in a booking form each year for their dates to be honoured
8. All dates marked on the booking form, will have to be paid for unless
  - a. There is a sudden emergency
  - b. They have notified us two (2) weeks in advance
  - c. They cannot use the hall because i.e. Elections, maintenance work being carried out or bad weather conditions.
9. The hall must be left clean & tidy with all tables & chairs stacked away.
10. All tables ,chairs ,door handles working surface in both the hall & toilets to be wiped down before leaving
11. Floor swept
12. Any wet patches (from dog groups) to be cleaned
13. Any deposits on the floor from split drinks or food to be cleaned up.
14. Kitchen to be left clean and tidy, NO washing up to be left.
15. It is the responsibility of the group leaders to check the toilets before and after each section.
  - a. Always bring a toilet roll
  - b. Always take a black bag in case the existing one is full
  - c. Please check toilets have been flushed
16. The emergency doors are not to be used to bring equipment or any other items into the hall.
17. Any additional electrical equipment to be used must be run past us first.

<b><i>Please sign</i></b>		<b>Date</b>	
<b><i>Please print</i></b>			

Address if different from applicant.	
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***Some groups are not marking the calendar .If groups are not using the hall on their booked dates without letting us know. You will be charged all dates you have booked on the form***