

TORVER SCHOOLROOM – BOOKING FORM

Please complete all sections of the form and return to

NAME OF ASSOCIATION OR GROUP	APPLICANTS FULL NAME
Enter your name here	Enter your name here

FULL POSTAL ADDRESS OF ASSOCIATION OR APPLICANT
Enter your address, including post code here

CONTACT EMAIL ADDRESS	CONTACT PHONE NUMBER
Enter your email address here	Enter your phone number here

Application is hereby made for the use of the Torver Schoolroom	
TIMES REQUIRED	From Until
DATES REQUIRED	Enter the required dates here
SESSIONS REQUIRED	Enter the required sessions here

The committee reserves the right to refuse any application for hire at its discretion.	
Agreement: - I am over the age of 18 years and I apply for use of the above as indicated. I agree to the Conditions of Hire. I further agree to indemnify the Committee against all claims arising as a result of non-compliance with the Conditions of Hire. (Also displayed on the Hall Notice-board)	
I note also that the hall is a totally non-smoking environment	
SIGNATURE	Sign or type name here
DATE	Enter date here

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HIRING AGREEMENT AND CONDITIONS OF HIRE

PARTICULARS of HIRE

Hirer's details: Name.....
 Address.....

 Phone No.....

Purpose of hiring

Date(s) of Hire..... Time

Hours

Hiring fee £..... (£ per hour)

I/We agree to comply with the regulations and conditions of hire.

Please:

- sign, date and **return this part of the hire agreement** together with a cheque payable to "Torver School" for the full hire amount or pay by BACS, account name "Torver School", sort code 20-45-28, account number 70886289
- return the form to Revd. Brian Streeter, The Vicarage, Penny Bridge, Ulverston, Cumbria. LA12 7RQ; and
- **RETAIN for your own use, the page containing the Hire Agreement and Conditions of hire.**

Contact No: Revd. Brian Streeter 01229 861668 or 07505 048736

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HIRE AGREEMENT AND CONDITIONS OF HIRE

The Hirer agrees to hire The Torver Schoolroom/Village Hall for the period and for the fees stated in the Particulars of Hire. The Hirer is responsible for all persons entering the Hall, their personal effects and any activities or events taking place in the hall during the hire period or such periods before or after the appropriate hire times as the Hirer has opened or entered the Hall. Any damage or breakages must be paid for by the Hirer.

FIRE EXITS

Should be kept clear at all times.

SMOKING

Smoking is not allowed in any part of the Schoolroom/Village Hall.

WALLS

Please do not use Sellotape or drawing pins on the walls as this damages the paintwork.

RUBBISH

There is no council rubbish collection at the hall. Please take your rubbish with you.

ON LEAVING

Please complete the safety checklist and return the key to the Key Safe.

CONTACT NUMBER IN CASE OF AN EMERGENCY

Revd. Brian Streeter	01229 861668 or 07505 048736
Mrs. Hazel Bowness	015394 31869

Signed.....
(Hirer)

Dated.....