

BOOKING FORM

Please return to the Administrator:
c/o 22 Higher Terrace, Ponsanooth, Truro, TR3 7EW
Email: <mariamannetta1@gmail.com>
Tel: 07532 323247



Ponsanooth Hall Management Co. no. 07416195	Registered Charity no. 1142542 Ref
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Room required (please delete as necessary)	Main Hall / Café / Meeting Room / Consultation Room				
		Time		Estimated number attending	
Organisation					
Name and address of hirer					
Purpose of hire					
Equipment or facilities required					
Telephone no.			Email address		
Hours		Rate	Total payment		
Tick if applicable	Children involved?		Food served?		Tickets sold?
	Live music played?		Recorded music played?		Alcohol served?

I, the undersigned apply for the use of the Hall/Room as above and agree to observe and be bound by the Letting Conditions a copy of which I accept. (See website above or ask the Administrator for a copy)

I understand that:

1. Wearing of stiletto heels, without suitable protection is strictly prohibited on the Main Hall wooden floor. Hirer is responsible to see that this condition is adhered to without exception.
2. Strictly No naked or real flames are permitted within Ponsanooth Hall at any time
3. Curtains are not to be moved or touched by Hall users.
4. All Rubbish must be taken away and not left on Hall Grounds
5. CCTV is in operation both internally & externally for Security – See CCTV Policy, on website, for details
6. There's a maximum free "grace period" of 15 minutes before & after each booked session, subject to availability
7. The Car park has limited spaces & vehicles should only park in marked bays on a 1st come basis, no reservations
8. I am responsible for any accreditation necessary for activities involving children and vulnerable adults.
9. I need to be aware of numbers attending the activity and emergency evacuation procedures (person familiar with layout of building and stairs and able to give directions necessary if over 50 persons in attendance).
10. I shall be present during the hire and be responsible for loss or damage caused during the hire.
11. I am responsible for good order on the premises and the observance of safety conditions.
12. If the Hall/Room is not left in a clean and tidy condition I may be liable for a further charge.
13. Bookings are provisional for 7 days until receipt of this form & minimum deposit 20% of the hire charge. The balance due 1 week before commencement of Hire. Breakage deposit may be required depending on equipment..
14. I enclose payment (cash / cheque / confirmation of electronic payment) for £ being deposit / full payment / breakages for booking.
15. We hold your data securely, for Hall use only, whilst an active user & won't be passed on, as per our data protection policy.

Cheques to be made payable to **Ponsanooth Hall Management Company.**

Electronic transfers to Ponsanooth Hall Management Company.

Details: **Lloyds Bank, Sort Code: 30-88-22 Account: 19686060; Quote Your ref *******

Please note that this booking is not completed until you have received confirmation of booking from PHMC.

Signature:

Name

Date