

BOOKING FORM

Please return to the Administrator:
c/o 22 Higher Terrace, Ponsanooth,
Truro, TR3 7EW
Email: <mariamanetta1@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				
Date		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 prohibited on the Hall wooden floor. Hirer is responsible to see that this condition is adhered to without exception.

2. I am responsible for any accreditation necessary for activities involving children and vulnerable adults.
 3. 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).
 4. I shall be present during the hire and be responsible for loss or damage caused during the hire.
 5. I am responsible for good order on the premises and the observance of safety conditions.
 6. If the Hall/Room is not left in a clean and tidy condition I may be liable for a further charge.
 7. Telephone bookings are provisional for 7 days until receipt of this form and a deposit of a minimum of 20% of the hire charge may be required. The balance is due one week before the start date of the Hire and a breakage deposit may be required depending on the level of equipment required.
 8. I enclose payment (cash/cheque/confirmation of electronic payment) for being deposit/ full payment / for booking.
- Cheques to be made payable to Ponsanooth Hall Management Company.
Electronic transfers to Ponsanooth Hall Management Company.
Details: Lloyds Bank, account number 19686060; sort code 30-88-22. Your ref
9. We will hold your data securely, for Hall use only, while you are an active user. It will not be passed to third parties.

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

Signature: _____ Name _____ Date _____