

# SALTFORD COMMUNITY ASSOCIATION

Registered Charitable Incorporated Organisation Number 1162948

## Saltford Hall - Booking Form

All relevant sections of this form should be completed and returned to the Booking Office within two weeks (or earlier if your booking is imminent!) of the reservation.

### SECTION 1 - BOOKING REQUIREMENT (please tick)

Main Hall		Avon Room		Somerset Room		Kelston Room		Wansdyke Room	
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Date required: ..... Time From: ..... To: .....

Please note that we allow half an hour before your booking time free of charge for cleaning in a Covid secure manner and for setting up. We then allow 15 minutes after your booking to clear down and vacate the building promptly. Please ensure that all tables and chairs used are put away and that the room is left tidy for the next user. Failure to comply with these requests may incur extra charges.

Purpose of Hire/Type of Event: .....

Approx. No. of people attending: .....

For children's and young people's parties please state age: .....

Will there be any disabled access concerns? Yes / No (Please choose).

**Please indicate below if any of the following equipment is required (please tick):**

Projector Screen		Flip Chart		Lectern		PA System***		Hearing Loop***	
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\*Main Hall only

\*\* Main Hall, Avon Room & Wansdyke Room

\*\*\*Main Hall and Avon Room

**IMPORTANT: Any equipment used must be cleaned in a Covid-19 secure manner.**

### SECTION 2 - DETAILS OF HIRER

Name of Applicant: ..... Name of Organisation/Hirer: .....

Address of Applicant: .....

Post Code: ..... Tel. Number: ..... E-mail address: .....

Name of Responsible Person: .....

### SECTION 3 - UNDERTAKING

I have read the **SCA Special Conditions of Hire During Covid-19** and the Conditions of Hire. I agree to be bound by them and accept responsibility in accordance with the terms. I accept full responsibility for any damage to the premises and contents caused by the event. I undertake to remove, on the day of hire, any decorations and/or equipment which may be brought to the Hall. I am aware that any equipment we bring to the Hall is not covered by the SCA's insurance and it is the hirer's responsibility if any of it is broken or damaged while on the premises or being transported there, and also if any persons are hurt or injured by the equipment whilst in use on the premises.

Signed: ..... (individual/ pp: Organisation - delete as necessary) Date .....

I enclose advance payment (full payment/deposit) of £ ..... by: BACS /Cheque (please tick). **Please pay by BACS if at all possible. Cheques should be made payable to: Saltford Community Association**

**DO YOU KNOW YOUR DOOR ENTRY CODE? If not, then please refer to your booking letter.**