

**APPLICATION TO HIRE THE BREAMISH VILLAGE HALL, POWBURN**

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| Name of Organisation/Organiser |  |
| Purpose of the hire (party, meeting, fund raiser, etc) |  |
| Name of contact person |  |
| Email Address |  |
| Phone Number  | Day |  | Evening |  |
| Booking Info | One off/Regular *(please delete as applicable)*. If regular please provide frequency: |
| Date of Booking |  |
| Time of Booking |  |
| Will the hall be used for commercial purposes? (ie for profit) | Yes/No *(please delete as applicable)* |
| Is the organisation insured for the proposed activity? | Yes/No *(please delete as applicable)* |
| If Yes – name of insurer & amount of public liability |  |
| Insurance Policy No *(if applicable)* |  |
| Does the organisation work with under 18s | Yes/No *(please delete as applicable)* |
| If Yes – do those people leading the activity have the appropriate checks in place, ie DBS checked. | Yes/No *(please delete as applicable)* |
| Do you require the use of the kitchen for catering? | Yes/No *(please delete as applicable)**If yes, there will be an additional £10 charge*  |
| Will alcohol be consumed and by what arrangements?  | Yes/No *(please delete as applicable)**If yes please complete below:*Bring your own/pay bar *(please delete as applicable)**If you are having pay bar, you must apply to Northumberland County Council for a Temporary Events Notice. We will require sight of the notice prior to the event going ahead.* |
| Do you require use of stage? | Yes/No *(please delete as applicable)**If yes, thre wil be additional £7 charge for the putting up the stage* |
| Do you require wifi access? Wifi code displayed in hall | Yes/No *(please delete as applicable)* |

Please note, that while the Trustees of The Breamish Village Hall make every effort to ensure the safety of all who use its premises, your organisation will be solely responsible for premises, equipment, personnel and its activities during the period of your booking.

**I have read and agree to abide by the Condition of Hire (please retain a copy)**

|  |  |
| --- | --- |
| Signed: | Date: |

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| **HIRE CHARGES** |
| Individual/one-off booking/Organisations | £12.00 per hour |
| Regular users | £7.00 per hour |
| Party booking (ie use of both halls) | Please contact Julia Simpson |
| Use of kitchen for catering purposes*(ie use of oven, dishwasher, etc)* | £10 one-off charge per event |
| Putting up/dismantling of stage | £7 one-off charge |

Please return completed form to:

 Email: breamishhall@gmail.com

Post: 1 South Hedgeley

 Powburn

 Alnwick

NE66 4HS