**The Old School**

**(Managed by Lover Community Trust)**

**Booking form and agreement**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name of Lead Booking Person | | | | |  | | | | |
| Organisation *(if applicable)* | | | | |  | | | | |
| Contact No | | Home | | |  | Mobile | |  | |
| Email | |  | | | | | | | |
| Purpose of booking (Event Type) | | | | | | | | | |
| If food is to be provided, please give a brief description (eg tea and biscuits, hot / cold buffet etc.) | | | | | | | | | |
| I wish to book the following room(s) *(tick as applicable)* | | | | | | | | | |
| Valentine Room | | |  | Queen Elizabeth Room | |  | Committee Room | |  |
| Date(s) of booking | | *Please note:*   1. Start and end times are inclusive of any time needed to prepare the room before the event and vacate / clear / clean the room at the end of the hire 2. Latest end time is 10.30pm on weekdays and 11pm at weekends unless prior written agreement has been obtained from the trustees 3. For regular / repeat bookings, please contact the Bookings Secretary | | | | | | | |
| Time start: |  |
| Time end: |  |
| Fee payable:  £ \_\_\_.\_\_ | | 1. Standard booking rates are set out on our website [loveroldschool.co.uk](http://www.loveroldschool.co.uk/)  If in doubt, please consult the Bookings Secretary 2. Terms: Payment at time of booking. Cheques should be made payable to **Lover Community Trust.** Alternatively electronic banking payments may be made using Sort Code **30-97-41** Account No **58900060** with the reference **Hire Fee** | | | | | | | |
| Tick here if paying by BACS | | | | | | | | |  |
|  | | | | | | | | | |
| In making this booking I confirm that I have read and agree to the following:  These documents may be viewed on our website [loveroldschool.co.uk](http://www.loveroldschool.co.uk/) or a hard copy obtained on request from the Bookings Secretary | | | | | | | | | Tick here |
| * Terms & Conditions of Hire | | | | | | | | |  |
| * Guidance Notes for Hirers | | | | | | | | |  |
| I will not exceed the maximum permitted number of people per room (including organisers and performers), namely:  Valentine Room 200 Queen Elizabeth Room 100 Committee Room 12 | | | | | | | | |  |
| Hirers are responsible for leaving the hall in a clean and tidy condition. An optional cleaning service is available if you do not wish to be responsible for cleaning at the end of your hire.  If you wish to take advantage of this service, please add £60 to the fee payable and tick the box on the right. | | | | | | | | |  |

/ continued overleaf

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| **Licensing Act 2003**  The following entertainment activities are permissible within the Licensing Act 2003. However, written permission from the Trustees is still required. This will be granted for any activity ticked below on confirmation of this booking as evidenced by the signature of the Booking Secretary or Trustee below. | | |
| Activity | Conditions | Tick if  Required |
| Plays |  |  |
| Films | Not for profit. Must observe age ratings |  |
| Boxing & Wrestling | Greco-Roman or Freestyle only |  |
| Indoor sports |  |  |
| Live music |  |  |
| Recorded music |  |  |
| Provision of hot food/drink | Not after 11pm or before 5am |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| For all other licensable activities, including the supply of alcohol either for a charge or inclusive in the ticket price, I will be responsible:   1. For obtaining the written consent of the Trustees of Lover Community Trust 2. For providing a Temporary Event Notice (TEN) to the licencing authority   There is a limit on the number of TENs which can be granted annually for any premises and failure to obtain consent from the Trustees will result in cancellation of the hiring without compensation.  Please tick here if supply of alcohol or any other licensable activity will take place | | | | | | |  |
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|  | | | | | | | |
| Personal data provided on this form may be used by The Old School, pursuant to the General Data Protection Regulations, for the purposes of this booking agreement.  Lover Community Trust’s Privacy Policy and Data Protection Policy can be found on our website [www.lover.org](http://www.lover.org) | | | | | | | |
|  | | | | | | | |
| Signature of hirer: | |  | | | | | |
|  | | | | | | | |
| Confirmation of booking by Booking Secretary or Trustee | | | | | | | |
| Name: |  | | Signature: |  | Date: |  | |

If you wish to book please complete and return this form to:

**Rachel Jones** 01725 513658 [will.merrett@btopenworld.com](mailto:will.merrett@btopenworld.com)