

Please Keep this sheet for reference

## Morecambe War Memorial Hall

Church Street, Morecambe

Thank you for choosing to use the War Memorial Hall. In order to make sure that it can be of the maximum benefit to all members of our community, we ask that you read the terms and conditions carefully and ensure that all who are involved in your activity respect the property.

- *The War Memorial Hall Management Committee*

## Regular Event Bookings Form

Please:

1. **Complete** the application form, sign it, detach it and send to our booking officer, **Mr David Prescott, 32, Greenwood Avenue, Bolton le Sands, Carnforth LA5 8AW**
2. **Keep** this sheet for your reference.
3. **Check** that **all** the dates you require are listed on your application. A new form will need to be submitted for subsequent bookings. **Please do not assume** that we will automatically renew the booking for you.
4. **Ensure you are up to date with payments.** We will write to ask if you fall into arrears, but failure to settle in a reasonable period will be regarded as cancellation of the booking.

## Terms & Conditions

Please keep this sheet for reference. In return, you will receive a written confirmation of the booking and a statement of the rent payable.

### Timing

We allow users an additional **30** minutes at each end of the booking for setting up and clearing away. Please keep to your booked timings, as other groups may be booked in before or after you.

### Rooms

Please only use the room(s) you have booked and are being charged for. There may be other users authorised to use other space in the building.

Please put things back as you found them after use.

### Payment

You will be invoiced for your booking every month and a statement will be sent to you. Cheques are payable to **Morecambe War Memorial Hall**.

### Keys & Security

Users must arrange for the collection of a key from Lesley Sayer (tel. 01524 423164). Lost keys must be reported and you will be charged for a replacement. Once you are in the hall, all external doors can all be opened from the inside.

## **Please Note**

- You should only allow people into the hall who are attending your event.
- Don't leave any door open unsupervised.
- You must know who has the key(s) at all times.
- All lights are off and all the doors are secured on departure.
- If you terminate your booking, please return all keys.
- Lost keys not returned must be paid for.

## **Damage**

All breakages must be paid for. Please report any breakages as soon as possible. You are expected to leave the hall as you found it.

## **Safety**

Please make sure that you know the fire exits and locations of fire extinguishers. In case of fire, clear the building immediately, gathering people in a safe outside area and call 999.

We expect users to have insurance, licences (e.g. for music or sale of alcohol) and policies in place to cover their activities where relevant (e.g. child protection, health & safety etc.) The Hall Committee may ask users to show evidence of this. Failure to do so may terminate the booking. All electrical equipment must have an up-to-date PAT test certificate.

## **Cancellation by You**

If you need to cancel your booking, please let us know as soon as possible, as we may be able to make the slot available to others.

## **Cancellation by Us**

In some circumstances we may need to notify you that the Hall will be unavailable for a session or sessions. We will give as much notice as possible. We will refund rental for those sessions, but we cannot accept liability for any other expenses incurred by users as a result.

## **Problems**

The Management Committee aims to keep the hall well-maintained, clean and safe. If you encounter any problems with the hall during your booking, please report it as soon as possible.

If there is a more urgent problem that needs immediate attention (e.g. no heat, no electricity or a water leak) please try one of the following contacts:

Rev Mike Peatman	01524 410941
Mr Trevor Blaylock	01524 410706
Mrs Lesley Sayer	01524 423164

## How to Book for Regular Events

1. Please **complete** and **sign** this form and **detach** it from the terms and conditions.
2. Please **keep** the terms and conditions for your reference.
3. **Send this page** to the Booking Officer, Mr David Prescott, 32, Greenwood Avenue, Bolton le Sands, Carnforth LA5 8AW. Or email it to davidprescott@gmail.com

Day of week required: \_\_\_\_\_ (day)

From: \_\_\_\_\_ (start date)

To: \_\_\_\_\_ (end date)

Start time: \_\_\_\_\_ Duration: \_\_\_\_\_ (hours)

List any dates not required in this period (e.g. a week's break for ½ term)

Room(s) required: *(please tick all that you need)*

Main hall	<input type="checkbox"/>	Servery	<input type="checkbox"/>
Café	<input type="checkbox"/>		
Upper Room	<input type="checkbox"/>		
Main Kitchen	<input type="checkbox"/>		

I agree to keep to the timing and use of facilities stated above, to abide by the Terms and Conditions, and to pay the rental due on time and in full.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name & Address *(please print)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Tel: \_\_\_\_\_

*If we need to contact you whilst the event is on, it's helpful if you can supply a mobile phone number if*

*it's different from the one given above* \_\_\_\_\_