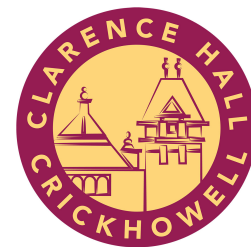


# The Clarence Hall Crickhowell (“The Hall”)

Beaufort St, Crickhowell NP8 1BN

Company limited by guarantee number 11971202



## CLARENCE HALL BOOKING FORM

In order to confirm your provisional booking of The Clarence Hall, please complete the Online Booking Form on our website. This PDF version is provided for reference or for discussion within your organisation before completing the Online Booking Form. Before submitting, please ensure you have read the Clarence Hall Terms & Conditions of Hire and the Hire Rates document, as additional costs may apply. If you need to complete this form by hand, please scan and return it to [bookings@clarencehallcrickhowell.org.uk](mailto:bookings@clarencehallcrickhowell.org.uk)

EVENT DETAILS		
Event name:		
Event description:		
Estimated numbers attending:		
Event start date & time:		Event end date & time:
Set up date & time (if different):		Break down date & time (if different):
Booking Type (please tick one):		
<input type="checkbox"/> Class	<input type="checkbox"/> Party	
<input type="checkbox"/> Meeting	<input type="checkbox"/> Daytime Children’s Party	
<input type="checkbox"/> Market or Sale	<input type="checkbox"/> Coffee Morning or Afternoon Tea	
<input type="checkbox"/> Community Concert, Show or Fundraising Event	<input type="checkbox"/> Sports Session	
<input type="checkbox"/> Commercial Concert or Show	<input type="checkbox"/> Election	
<input type="checkbox"/> Community Exhibition	<input type="checkbox"/> Lunch Club	
RECURRING BOOKING		
Is this a recurring booking?	<input type="checkbox"/> Yes, recurring booking	<input type="checkbox"/> No, single booking
If yes, please confirm for how long bookings will run:		
Is this term time only?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
ROOMS REQUIRED (Please tick as appropriate)		
<input type="checkbox"/> Main Hall	<input type="checkbox"/> Entrance Atrium	<input type="checkbox"/> Meeting Room/Green Room
ADDITIONAL AREAS REQUIRED (Please tick as appropriate)		
<input type="checkbox"/> Stage	<input type="checkbox"/> Balcony	<input type="checkbox"/> Bar (operated by hirer)
<input type="checkbox"/> Bar (operated by Hall team)	<input type="checkbox"/> Kitchen (catering)	<input type="checkbox"/> Kitchen (teas & coffees only)
EXTRA ITEMS REQUIRED (Please tick as appropriate)		
<input type="checkbox"/> Preset basic concert lighting	<input type="checkbox"/> Show/stage lighting (to be arranged separately with hirer’s technician)	
<input type="checkbox"/> Lectern	<input type="checkbox"/> Hall Projector	<input type="checkbox"/> Projector screen
<input type="checkbox"/> PA System with hearing loop	<input type="checkbox"/> Rubbish removal (to be agreed)	<input type="checkbox"/> Extra cleaning (to be agreed)

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FURNITURE REQUIRED (Please enter quantities required)		
Chairs:	Round Tables:	Oblong Tables:
ADDITIONAL REQUIREMENTS (Please complete as appropriate)		
<input type="checkbox"/> Yes, we will be playing music at our event (required for our PRS licence)		
<input type="checkbox"/> Yes, we will require the Hall to publicise the event on the Hall website and social media feeds		
<input type="checkbox"/> Yes, we have additional requirements which are specified below, including any specific layouts		
CONTACT DETAILS (This section must be completed in full)		
Name:		
Organisation (if applicable):		
Address & postcode:		
Telephone:		
Email:		
CONDITIONS OF BOOKING		
<input type="checkbox"/> I have read the Clarence Hall Terms and Conditions of Hire and agree to be bound by them and to pay the deposit and hire fees requested.		
<input type="checkbox"/> As the Hirer I understand my responsibilities for the health and safety of people attending the event and agree to be bound by the relevant Clarence Hall policies and documents, in particular the Health, Safety & Fire Policy, the Fire Emergency Plan, the Safeguarding Policy and Food Hygiene Guidance.		
<input type="checkbox"/> As the Hirer I understand that I am required to nominate four Stewards (five if the balcony is used) to take responsibility for the safety of Hall users as well as the building and its contents.		
<input type="checkbox"/> As the Hirer I agree to the requirements for an Alcohol Licence, if appropriate.		
<input type="checkbox"/> I agree to The Clarence Hall holding my personal information to enable administration of the booking and contacting me by email, telephone or post.		
<input type="checkbox"/> I understand that the provisional booking made with the Bookings Team will be held for 2 weeks. Failure to confirm provisional bookings by completing and submitting this form online within this timeframe may result in the date being offered to others.		
Signature:		
Date:		

If completing this form manually, please scan and return it to [bookings@clarencehallcrickhowell.org.uk](mailto:bookings@clarencehallcrickhowell.org.uk)