

**NEUADD LLES LLANSAIN**  
**LLANSAIN WELFARE HALL**

**BOOKING FORM**

**PLEASE NOTE THE CHANGES MADE TO THIS FORM RELATING TO COVID-19**

Hall bookings must be made via the Hall Booking Secretary –  
Amanda Evans – 6 Bryn Edda, Llansaint

Please ensure all sections of the form are completed

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| <b>Name &amp; Address of Hirer / Organisation</b>              |
| <b>Contact phone number of person in charge on day of hire</b> |

Please note the Welfare Hall Committee Privacy Notice, this can be found on the Hall Committee Website [www.stishmaelscc.org.uk](http://www.stishmaelscc.org.uk). By completing this booking form you confirm that you have read and consent to the data use set out in the content of the notice.

**Booking Information - Please note that due to the requirement to ensure thorough cleaning between hirings, the date and time you request may not be possible to be provided. We will contact you to discuss any issues.**

|                       |             |           |
|-----------------------|-------------|-----------|
| <b>Purpose</b>        |             |           |
| <b>Hire Date (s)</b>  |             |           |
| <b>Times for hire</b> | <b>From</b> | <b>To</b> |

Payment of £.....in enclosed / Invoice required yes/no\*

\* Please delete as necessary Scale of charges on reverse of form.

Should the booking be not accepted the fee will be returned.

**Requirements**

|                               | Yes | No |
|-------------------------------|-----|----|
| <b>Piano</b>                  |     |    |
| <b>Audio System</b>           |     |    |
| <b>Crockery &amp; Cutlery</b> |     |    |

Please note there is no extra charge for use of the above

Estimated number attending event .....

**Layout** ( please indicate)

| Theatre | Boardroom | Special Requirements |
|---------|-----------|----------------------|
|         |           |                      |

**Please turn over and sign**

The Hall also has a bar licence, should you wish to use it please tick here

Conditions of hire

- The hirer undertakes to ensure that the conditions of the Llansaint Welfare Hall Public Entertainment License are adhered to at all times. ( License can be found on hall notice board)
- Smoking within the Hall premises is illegal and as hirer it will be ensured that no smoking takes place within the premises during the period of hire.
- As Hirer we agree to take full responsibility for all the items hired and used within the requirements section and undertake to pay all the expenses which may be incurred by them in repairing and making good any part of the hall, furniture of effects which may be damaged or destroyed by or in consequence of our use of the hall.
- The hirer is responsible for ensuring that any equipment/crockery used during the hiring period are cleaned and stored away and that the hall is left in a clean condition.
- Any tables used during the hire are to be wiped and left in the Hall.
- The hirer is responsible for ensuring that all lighting and power points are switched off at the end of the hire period that the hall is locked and the keys returned immediately to the caretaker. (Should there be no reply in 6 Bryn Edda the keys may be put through the caretaker's letterbox.
- The hall committee do not accept any responsibility for any personal effects lost or stolen during the hire period.
- The hirer is responsible for ensuring that all lighting/heating (including toilet lights) and power points are switched off at the end of the hire period, that the hall is locked and the keys returned immediately to the booking secretary (posted through letter box)
- It is the hirer's responsibility to carry out a risk assessment to conform with licenses.
- The hirer must not place any permanent items on the walls or ceilings or allow the walls or ceilings to be damaged by sticking items.
- The hirer is responsible for the removal of any rubbish, generated by their event, away from the hall and to leave the hall in a clean and tidy condition.
- **The Caretaker will carry out a thorough cleaning and disinfection following or before hirings of all high traffic areas and surfaces likely to be touched often. However hirers are encouraged to sanitise areas they will use before and after your hiring.**
- **Hirers must remove any litter generated from the Hall on completion of your hiring.**
- **The Hirer shall have responsibility for their members / users during the hiring period. It will be the responsibility of the Hirer to ensure that social distancing arrangements are in place and managed throughout**

the hiring period. Access can be provided on appointment to Hirers prior to their first use in order to consider how this will be implemented. The Welfare Hall Committee will require details of these plans to be provided on the booking form.

I/We agree to the conditions of hire. Signed .....  
Date .....

**SCALE OF CHARGES**

|                     |   |
|---------------------|---|
| Meetings            | £6.00 per hour  |
| Parties             | £8.00 per hour  |
| General elections   | £200.00 per day   |
| Fund Raising events | £7.00 per hour (minimum £20.00)   |
| Weddings            | £350.00 for Friday to Sunday (inclusive of £50.00 deposit for cleaning) |

NB Fund Raising events are defined as events where there is a charge at the door or through tickets where the general public are invited.

We as the hirer have implemented the following or enclosed written arrangements in order to ensure Social Distancing and regular hand washing is in place throughout the hiring of the Hall:

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