

Please return completed form to: 5 Wesley Close, Beccles, Suffolk NR34 9UZ  
Tel: 01502 712329 Email: john@becclespublichall.com

|                                   |  |
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| For BLL use:<br>Booking Reference |  |
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## **BOOKING FORM FOR BECCLES PUBLIC HALL**

PLEASE COMPLETE ALL DETAILS IN EACH SECTION OF THIS FORM

### 1. Hire Details

|   |  |                               |                              |                 |           |
|---|--|-------------------------------|------------------------------|-----------------|-----------|
| <b>Hire Date(s) &amp; Time(s):</b> (Times booked must allow for set up / clearing away unless these services are requested below)                     |  |                               |                              |                 |           |
| Date:   |  | Time:                         | From:                        | am/pm           | To: am/pm |
| Date:   |  | Time:                         | From:                        | am/pm           | To: am/pm |
| Name of contact:  |  |                               |                              |                 |           |
| Address:  |  |                               | Telephone Number:            |                 |           |
| Email address:  |  |                               |                              |                 |           |
| Organisation (if relevant):   |  |                               |                              |                 |           |
| Registered Charity?   |  | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> | Charity Number: |           |
| Purpose of Hire:  |  |                               | Title of Event (if any):     |                 |           |
| Name(s) of Responsible Person(s) who will be in attendance during all periods of the Hire:  |  |                               |                              |                 |           |
| <small>(All Responsible Persons must be familiar with the BPH Emergency Procedures – see paragraph 3.7 of the Terms &amp; Conditions of Hire)</small> |  |                               |                              |                 |           |

### 2. Public Events

|   |                               |                              |
|---|-------------------------------|------------------------------|
| Is this event open to the public?   | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| If "YES": Start time of event: am/pm  | Doors open:                   | From: am/pm To: am/pm        |
| If "YES", do you have your own Public Liability Insurance?  | Yes: <input type="checkbox"/> | No: <input type="checkbox"/> |
| If "YES", please provide Public Liability Insurance details:<br><small>If you have or are arranging your own insurance we will need copies of all relevant documents prior to the hire taking place. If you do not have your own Public Liability insurance, this will be arranged by BPH and will incur a charge to be added to your hire fee.</small> | Name of Insurer: .....        |                              |
|   | Amount of cover: .....        |                              |
|   | Date of Expiry: .....         |                              |
| Please provide details of your proposed security and front of house arrangements for public events<br><small>NB You may request BPH Front of House staff in section 3 of the form.</small>  |                               |                              |
| Please provide details of qualified First Aid staff who will be in attendance at public events<br><small>NB You may request BPH First Aid staff in section 3 of the form.</small>   |                               |                              |

### 3. Facilities and Additional Services Requested (items marked \* may incur a charge)

| Please tick (✓) in the appropriate column  |                | Yes | No |
|--|----------------|-----|----|
| * Will you require BPH staff to set up/remove any staging or stage extensions?<br>If "YES", please give details (NB The 'standard' set up includes a 4 feet stage extension)   |                |     |    |
| * Will you require BPH staff to set up tables and/or chairs?<br>If "YES", please give details of the layout required   |                |     |    |
| * Will you require use of table cloths for round tables?<br>A laundry charge will apply for the number of cloths used  |                |     |    |
| * Will you require use of BPH technical equipment and technical support staff?<br>If "YES", please give details of the equipment required and the time(s) technical staff are needed<br>(e.g. lighting/audio/video technicians, etc)<br>NB The use of BPH technical equipment will normally require the use of BPH technical support staff |                |     |    |
| * Will you require use of BPH wireless/radio microphone systems?<br>If "YES", please give details of the number(s) of systems and the period required  | No. of systems |     |    |
| * Will you require BPH to provide Front of House staff?<br>If "YES", please give details of the activities and numbers required (e.g. ticket checkers, programme sellers, etc)   |                |     |    |
| * Will you require BPH to provide Back Stage staff?<br>If "YES", please give details of the activities and numbers required (e.g. stage management, stage crew, etc)   |                |     |    |
| * Will you require BPH to provide First Aid cover for your event?<br>If "YES", please give details of the expected number attending  |                |     |    |
| * Will you require BPH to provide Public Liability cover for your event?<br>If "YES", please give details of the expected number attending   |                |     |    |
| * Would you like tickets sales to be offered from the BPH box office and via the BPH website?<br>If "YES", please give details of number of tickets available, prices, classifications, concessions, etc   |                |     |    |
| * Would you like your event included in the BPH quarterly brochure/weekly advertising?<br>If "YES", please give full details of the event (NB Cost of brochure advertising available on application)   |                |     |    |
| * Do you require promotion and/or advertising facilities for your event?<br>If "YES", please give details (see separate document "Display and Advertising Policy and Procedure for Hirers")  |                |     |    |
| Will you be using an external caterer for your event?<br>If "YES", please give details of the caterer and include kitchen, crockery, glasses, cutlery, etc requirements  |                |     |    |
| Does the event involve children or vulnerable adults?<br>If "YES", all relevant policies and licences must be available for inspection   |                |     |    |
| If your event is <u>not</u> open to the public, do you require a licensed bar?<br>If "YES", please give details of the time(s) required  |                |     |    |
| * Will you require BPH to provide refreshments, tea / coffee / soft drinks, etc?<br>If "YES", please give details of requirements  |                |     |    |
| Will you require a car parking space at the rear of the venue?   |                |     |    |

**Please continue on a separate sheet with any additional information relating to this application**

I confirm that I have read and understood the "Terms & Conditions of Hire" and agree to them. I acknowledge that non-fulfilment of the conditions may lead to the cancellation of my booking. If any financial liabilities under this hire agreement are not paid when they become due, I agree and understand that I am responsible for the debt incurred. I also acknowledge that BPH reserves the right to cancel the booking at any time, subject to the "Terms & Conditions of Hire".

**PLEASE RETAIN A COPY OF THE TERMS & CONDITIONS OF HIRE FOR YOUR REFERENCE**  
(see website and/or printed copy)

Signature of Hirer: \_\_\_\_\_

(On behalf of the Organisation listed on page 1, if any)

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ 20

**ON RECEIPT OF THIS BOOKING FORM BPH WILL ISSUE AN INVOICE FOR THE FULL AMOUNT OF THE HIRE FEES**  
**Receipt of the required deposit (or full payment) will act as confirmation of the booking**

The Data Protection Act 1998 controls the way in which personal data can be used. Beccles Public Hall will process all personal data in accordance with the Act. The data collected on this form will only be processed for booking of BPH facilities. BPH will only disclose the data to those entitled to receive it or where the Act allows disclosure. As data subject, you have a right to ask for a copy of the data and to ask for any inaccurate data to be corrected.