Booking Form

The Yarcombe Jubilee Hall

The Yarcombe Jubilee Hall Management Committee have a responsibility to provide a suitable environment for all who hire the Hall and to enable us to do this print in duplicate and complete this form, one copy for your records and one for ours, which needs to be returned to the Booking Clerk.

Date(s) Required -

(day/month/year)

Start Time - Finish Time -

(Times in 24 hour clock must include setting-up and clear-up after event)

Name of Hirer -

Name of Organisation (if applicable) -

Position/ authorisation in Organisation (if applicable) -

Address-

(must include Postcode)

Contact Telephone Number -

Email Address -

Purpose/ description of event -

(Title of event will appear on Hall Calendar- example: Birthday Party, Disco, Lunch, Meeting, Pilates, etc)

This will be a private or public event? (please state)

Please indicate which licensable activities will take place at your event:

performance of live music- performance of plays- exhibition of films- dancing- playing of recorded music- performance of dance- making music- sporting events-

Where a licensable event is to be held for which the premises, are not licensed the hirer shall be responsible for obtaining such authorisation as may be needed.

Will alcohol be sold at event?

If you answered yes to the above question, the Hirer will check with the Booking Clerk before they shall obtain a Temporary Events Notice (TEN). Failure to do so will result in cancellation of the hiring without compensation because there is a limit on the number of TENs granted annually.

Indemnity-The Hirer shall take out adequate insurance to insure the Hirer and members of the Hirer's organisation and invitees against the Hirers liability.

Yarcombe Jubilee Hall is insured against any claims arising out of its own negligence.

The Hirer agrees to be present and comply fully with this Conditions of Hire, Special Conditions of Hire and the additional Policies listed in paragraph one. Has adequate Indemnity Insurance. Terms will be agreed unless specifically excluded by agreement in writing between the Hall and the Hirer.

Full or partial payment maybe required to confirm your booking.

How did you hear of Yarcombe Jubilee Hall?

Signed- Print Name- Date-

*Yarcombe Jubilee Hall Management Committee reserve the right to refuse any request to book the Hall.*

Yarcombe Jubilee Hall, Yarcombe, Honiton, Devon, EX14 9AA

Charity Number - 301024

May 2023

Reviewed at least Annually

Next Annual review May 2024