

Gainsborough Old Hall Booking Form for Room hire

Please read notes for guidance of hirers overleaf

1.	Name of Hirer:						
2.	Address:						
		Post code:					
3.	Telephone No:		Fax No:				
4.	Nature of Function:						
5.	Date of Function:						
6.	Time of Hire	From:	<i>am / pm</i>	Until:	<i>am / pm</i>		
7.	Time of Function	From:	<i>am / pm</i>	Until:	<i>am / pm</i>		
8.	Which room required?	Lower Great Chamber:	<input type="checkbox"/>	Great Hall:	<input type="checkbox"/>	Tea shop:	<input type="checkbox"/>
9.	Do you require the use of the Modern Kitchen?	Yes <input type="checkbox"/> No <input type="checkbox"/>					
10.	If outside caterers are to be used, please state name of caterers & provide a copy of their Food Hygiene Certificate:						
11. a)	Do you plan to serve alcohol?	Yes <input type="checkbox"/> No <input type="checkbox"/>					
b)	If a Bar is to be provided, please state name of Licensee:						
c)	Has a special licence been obtained?	Yes <input type="checkbox"/> No <input type="checkbox"/>					
12.	Additional requests / information:						
13.	"I confirm the above details are correct & agree to abide by the Terms & Conditions overleaf"		Date:				
		<i>(Signature of Hirer)</i>					

To be completed by Gainsborough Old Hall staff:

Cost of Letting:	£	Letting Agreed:		<i>(Name of Principal Keeper)</i>	Date:	
Debtor Invoice Raised on:		Debtor Invoice Number:				

NOTES FOR GUIDANCE OF HIRERS

Questions:

- 1, 2 & 3. If the Hiring is for an organisation please give name of that organisation as well as a contact name, address and telephone & fax number.
4. **Nature of Function** - please give a brief description of your planned event.
5. **Date of Function** - please state day, month and year.
- 6 & 7. **Time** - please state when function will begin and end. Included in the hire charge is 30 minutes before the start and 30 minutes after the event finishes to allow for preparation and clearing up.
8. **Room Required** - The Lower Great Chamber and the Tea Shop are available for most evening events. But can be booked at certain times for special events. The Great Hall is not available during the normal public opening hours, although special requests will be considered. *Please be aware that there is no heating in the Great Hall and the use of portable heaters is strictly prohibited.*
9. **Modern Kitchen** - there is no extra charge for this or gas used.
10. **Outside Caterers** - must be aware of the Health & Safety Policy as it applies to the modern kitchen. *(Copy enclosed)*
11. **Alcohol** - must not be sold on the premises unless a special licence has been obtained.
12. **Additional requests** - if you have any special requirements please make them known at time of booking.
13. **Signature** of hirer signifies the acceptance of terms & conditions and costs as quoted.

Hirers should not charge a separate entrance fee on the door and all events must be by tickets only

Conditions of Hire

1. Lincolnshire County Council shall not be responsible for any loss or damage to any property whatsoever or death or injury to any person whatsoever. **Hirers** must provide their own **insurance** against liability towards the public and their own employees, associates and guests or be held personally responsible.
2. The use of the premises must be restricted to the use specified on the booking form.
3. The **sub** letting of the premises is prohibited.
4. The **right to cancel** any letting is reserved by the Director of Education & Cultural Services.
5. The **Hirer** shall be required to pay for any breakages.
6. Permission to re-arrange furniture and/or provide seating should be sought by the Hirer and agreed in advance.
7. Responsibility for *(and method of)* moving any furniture should be agreed by both parties when the booking is made.
8. The **Hirer** shall be responsible for leaving the premises in a clean and orderly state.
9. Any false call out of Emergency Services will be charged to the **Hirer**.
10. The **Hirer** shall ensure that all persons using the premises are familiar with the **FIRE** escape procedure and the **NO SMOKING** policy within Gainsborough Old Hall.
11. The use of portable heaters is strictly **prohibited**.
12. Use of the **Grounds of the Old Hall** is subject to a restrictive **Covenant** and permission must be sought in advance.

