**TORCH Centre, Corbridge Road, Hexham, NE46 1QS 🕿 01434 606672  
e-mail: hexhamtorch@btconnect.com  
Your booking cannot be confirmed until we have received this form, duly completed, and your deposit has been paid**   
**Please complete all required fields (\*)**

**Occasional**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| **Main Hall charges per hour without the bar** | | | | | | | Before 6.00pm:  £21.00 | | | | After 6.00pm:  £25.00 | | | | Maximum daily charge:  £150.00 | | | | | | | |
| **Main Hall charges per hour with the bar** | | | | | | | Less than 50 using the bar: £27.50 | | | | 50-75 using the bar:  £22.50 | | | | 75-100 using the bar: £18.00 | | | Over 100 using the bar: £15.00 | | | | |
| **Small Hall charges per hour** | | | | | | | Before 6.00pm: £14.00 | | | | After 6.00pm: £18.00 | | | | Maximum daily charge: £75.00 | | | | | | | |
| **Kitchen** | | | | | | | £1.00 per hour; maximum charge: £3.00 per session | | | | | | | | | | | | | | | |
| **Deposits:** A non-returnable deposit of 25% of the total rental must be paid before the booking can be confirmed.  When the bar is used we may ask for an additional returnable deposit of £100.00 against damage. | | | | | | | | | | | | | | | | | | | | | | |
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| **Hall Booked\* (delete as appropriate)** | | | | | | | | **MAIN HALL / SMALL HALL\*** | | | | | | | | | | | | | | |
| **Name of Applicant\*** | | | | |  | | | | | | | **Name of Organisation** | | | |  | | | | | | |
| **Date(s) and Times of Occupation\* Please use a ‘regular booking form if you are booking more than twelve dates** | | | | | | | | **Date\*** |  | | | | | **From\*** | |  | | | | **Until\*** |  | |
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| **Purpose of Hire\*** | | | | | | | |  | | | | | | | | | | | | | | |
| **Approximate Number Attending\*** | | | | | | | | | | | | |  |  | | | | | | | | |
| **Additional Facilities Required\* ()** | | | | | | | | **Bar** | | | | |  |  | | | | | | | | |
| **Kitchen** | | | | |  |  | | | | | | | | |
| **Large Tables (Number)** | | | | |  |  | | | | | | | | |
| **Small Tables (Number)** | | | | |  |  | | | | | | | | |
| **Chairs (Number)** | | | | |  |  | | | | | | | | |
| **Laptop Display Screen** | | | | |  |  | | | | | | | | |
| **Other (please specify)** | | | | |  | | | | | | | | | |
| **Address including Post Code\*** | | | | | | | |  | | | | | | | | | | | | | | |
| **E -mail Address** | | | | | | | |  | | | | | | | | | | | | | | |
| **Telephone\*** | | | **Home/Work** | | | | |  | | | | | | | | | | | | | | |
| **And/or Mobile** | | | | |  | | | | | | | | | | | | | | |
| **Postal or e-mail address for invoice (if different from above)** | | | | | | | |  | | | | | | | | | | | | | | |
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| **Safeguarding (Delete as appropriate)\*** | | | | | | | | | | | | | | | | | | | | | | |
| **1. Does your organisation/group work with people aged under 18 or with vulnerable adults?** | | | | | | | | **Yes**  **No** | **2. If ‘yes’ does your organisation/group have a safeguarding policy?** | | | | | | **Yes**  **No**  **N/A** | **3. If ‘no’ you agree to abide by the TORCH Centre’s safeguarding policy (see the Terms and Conditions)** | | | | | | |
| **4. Are those leading your activity checked in accordance with current legislation to work with people under 18 and adults at risk?** | | | | | | | | **Yes**  **No**  **N/A** | **5. On behalf of my organisation I accept responsibility for safeguarding all personnel using the property for the organisation’s activities during the period or its booking:** | | | | | | | | | | | | | |
| **Signed\*** | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | |
| **I have read the terms and conditions and agree to abide by them.** | | | | | | | | | | | | | | | | | | | | | | |
| **Signed\*** | |  | |  | | | | | | | | | | | | **Date\*** | | |  | | | |
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| ***For office use only*** | | | | | | | | | | | | | | | | | | | | | | |
| ***Booking Confirmed*** |  | | | | | ***Rental Agreed*** | |  | | ***Invoice Sent*** | |  | | ***Deposit Paid*** | |  | ***Balance paid*** | | | |  | |