**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**

|  |  |  |  |
| --- | --- | --- | --- |
| **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. |
|  |
| **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)** |  |
|  |
| **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\*** |  |
|  |  |  |  |  |
| ***For office use only*** |
| ***Booking Confirmed*** |  | ***Rental Agreed*** |  | ***Invoice Sent*** |  | ***Deposit Paid*** |  | ***Balancepaid*** |  |