

The Thornton Steward Institute Foundation Booking Form

Date of Hire

Required From.....To.....

What Type of Event.....

.....

Nos. of persons attending.....

Person responsible for hire

Name.....

Address.....

Tel. No.....

Deposit received on.....

Deposit refunded on.....

By.....

Kitchen Facilities required YES/NO

Hire of Crockery YES/NO

Hire of Cutlery YES/NO

Hire of Glasses YES/NO

Hire Charges:

These are variable according to whether heating is required.

When applicable this will be shown so the Hirer is aware of the cost of the heating.

For all day hire standard charge is £50. This will include use of crockery, cutlery & glasses.

Please enquire for other hire charges.

Conditions of Hire:

1) 50% of hire charge payable at time of booking and balance due before commencement of hire

2) 50% damage deposit payable with booking to be returned at the end of hire after hall/equipment check.

3) After the event The Hirer will complete the following checklist:

All kitchen surfaces and sinks are clean YES/NO

Floors swept and washed YES/NO

Ovens/Fridge empty and clean YES/NO

Ovens and hobs turned off YES/NO

Water heater turned off YES/NO

Fire cleaned of ashes (if applicable) YES/NO

Kettles/boiler turned off YES/NO

All crockery/glasses/cutlery washed & returned to cupboards
YES/NO

Toilet left clean and tidy YES/NO

All rubbish removed from site YES/NO

All windows and doors are closed YES/NO

4) The Trustees are required to inform any person/s hiring The Institute that Fire Regulations restrict nos. to 60 persons and that there are constraints on parking.

5) Any person/s hiring the hall should inform any visitors that parking on the village green is not permitted and that turning is not available past the No Through Road sign just before The Institute. To assist this issue members of the Committee will make efforts to find or suggest parking areas. The hall, unless times of hire stated, is required to be vacated by 12pm excluding New Year when it must be vacated by 1am.

6) Music should cease by 11pm.

7) Please note that no activity, e.g. barbecue, is allowed in the rear yard of the Institute without written permission from a Trustee.

8) NB as part of the hire of the Institute no activity can take place on the Village Green of which part is at the front of the Institute.

9) No fireworks or similar to be used at any time.

10) Adherence to The TSIF relevant policies.

11) 50% of hire charge payable at time of booking and balance due before commencement of hire

12) 50% damage deposit payable with booking to be returned at the end of hire after hall/equipment check.

Please sign that you have read, understood and agree to the conditions of hire and read and accepted the Health and Safety Policy and the Vulnerable Adults and Young Children Policy.

Signature of Hirer Date

Signature of Trustee Date

Copy of form to be given to Hirer.

Payment and Contact Details

Please make cheques payable to:

The Thornton Steward Institute Foundation.

BACS details can be provided.

Please send your booking form to the following address:

Honeysuckle Cottage, Thornton Steward, Ripon,
North Yorkshire HG4 4BB