

Chieveley Recreational Centre
Pre Hire Document (General Users)

Booking Name _____ Booking Date _____

Please complete this form to ensure we have planned for all details and your event runs smoothly.

Question	Yes / No plus details	Implication	Please be aware of
Do you need to take vehicles onto the field?	Yes / No If Yes how many?	You will need a key to the gate. We will ensure that the gate is open prior to your booking. How will they get the key?	Please minimise movement so as not to damage the surface. Please ensure that no posts are damaged or removed and that all is locked up afterwards.
Are you planning a barbeque?	Yes / No	Gas Barbeques only please.	Please situate them so that the grass is not damaged and that there is no risk of setting light to the hall, vehicles, or people.
Do you have any high vehicles? (over 2.1m)	Yes / No	You will need a key to the height barrier. There is a key for this on your set of hirer's keys.	You can either pin back the gates in use to keep it open, or lock it whilst you are there. Please lock it closed on departure.
Are you planning to play music?	Yes / No	You will need to obtain a license from PPL https://www.gov.uk/licence-to-play-live-or-recorded-music	We are in a residential area. Please be considerate of the volume being played. The Hall has a license from the PPL for playing music within the Hall, this <u>does not cover</u> you outside.
Please predict the APPROXIMATE total number of cars you expect at your event at one time.	No. of cars _____	Due to multi events taking place at Chieveley Village Hall and in Recreational Centre, we need to be aware of how much space is needed for car parking purposes. This helps us to manage car park capacity at times of high demand.	The high demand levels of the hall means there is more pressure on car parking space. We aim to ensure everyone can park safely when using the hall. There are 50 car parking spaces at the hall.
Do you require use of the outside space?	Please indicate what outside space you require: Exclusive use of the Whole field Y / N Area between football pitches Y / N	If you inform us that you will require full use (addition fee) of the entire rec, we will ensure that this doesn't clash with any regular sports bookings.	We cannot prevent casual users from walking and using the space. Expect possible users of the MUGA, playground, skate-ramp and tennis courts during your time with us.

<p>Will you be hiring a bouncy castle?</p>		<p>Should you wish to hire a bouncy castle it must be from our preferred supplier Bouncy Kingdom 01635 872542 https://www.bouncykingdom.co.uk or Newbury Bouncy Castles 07733466757 https://www.newburybouncycastleles.co.uk. We charge an extra £15 to power a bouncy castle for your booking.</p>	<p>These firms are aware that mats in our store room must go under the inflatable to protect our wooden floor. We trust these firms as they have castles that we know fit below our dropped ceiling and are both very familiar with the hall.</p>
<p>Are you planning to serve alcohol?</p>	<p>Yes / No</p>	<p>You will need to apply for a TENs licence through West Berkshire Council. Please go to this link for further information. https://www.gov.uk/temporary-events-notice The Village Hall charge an additional £10 as it this will use one of our licence allocations.</p>	<p>Whether you are selling alcohol for profit or for charity, you will need to apply and have an approved TENs licence prior to your booking.</p>