



PRIORY HALL

When completing page 1 of the form to send as a pdf, open in a pdf reader (Adobe or similar) and use the relevant tools to enter your information. Once completed email, post or hand deliver.

Name			
Address (incl. Postcode)			
Email Address:			
Contact Phone Numbers (please provide landline and mobile if available).			
Landline:		Mobile:	
Nature of event (Conversation class / Club / Exercise class / Workshop etc.) ¹ <i>N.B. Please use our separate booking forms for adult parties and wedding receptions.</i>			
Organisation (e.g. Business name, WI, U3A, Civic Soc, Town Council etc. if applicable)			
Date of Event Day		Alternative Dates (if preferred date unavailable)	
Event Start Time		Event End Time	
What time do you require access (where possible we allow 30 mins prior to and post activities but if you require longer, we to do our best to accommodate you and in this case please contact the Booking Secretary).			Access time:
Will this be a regular booking?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
If 'Yes' please indicate frequency and day.	Weekly <input type="checkbox"/>	Monthly <input type="checkbox"/>	Day
Would you like use of the kitchen?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Please add any other information which may be useful/questions you may have.			

Please complete all sections as far as possible and email to the Bookings Secretary:

Di Theobalds at muchwenlockprioryhallbookings@btinternet.com

or post to PH Bookings Secretary at 44, Barrow St., Much Wenlock, Shrops. TF13 6ET

Please see page 2 for full Terms and Conditions of hire.

¹ Please see T's & C's page 2

Priory Hall Bookings Terms and Conditions

Completion of a booking implies acceptance of our T's & C's

The hirer will make every effort to ensure that the Priory Hall is left in a clean and tidy condition and to the satisfaction of the Committee following the booked event. The Committee reserve the right to add additional charges to the cost of the hall hire if cleaning, repairs or replacement of any damaged fixtures or fittings are required as a consequence of misuse/negligence on the part of the hirer.

Whilst we welcome a wide range of activities, when there is an event booked involving music and noise that will be evident in the Bull Ring and maybe further afield (e.g. a wedding, musical event or party) we require users to identify this in the booking process so that we can advise local residents who are usually understanding. Additionally, during COVID, doors have been required to be open to allow for adequate ventilation and consequently the impact of any noise has been more pronounced, although this is no longer a requirement, we do ask all hirers to be sensitive to those living near the hall and, as part of the booking process, consider whether the activity you plan to undertake is suitable for the venue and its residential surroundings if adequate controls cannot be put in place.

And where it applies ...

Safeguarding children, young people, and adults at risk (only applies to clubs and activities but not to private parties)

You must ensure that any activities for children, young people and adults at risk are only provided by fit and proper persons in accordance with the Children Act 1989 and 2004, the Safeguarding Vulnerable Groups Act 2006 and any subsequent legislation. When requested, you must provide us with a copy of your Safeguarding Policy and evidence that you have carried out relevant checks through the Disclosure and Barring Service (DBS). All reasonable steps must be taken to prevent harm, and to respond appropriately when harm does occur. Relevant concerns must be reported.

Please see hall noticeboards and our website for latest information regarding any COVID requirements.

Thank you for your understanding.

Priory Hall Management Committee.