



Charity Number: 11600538

PRIVATE AND PUBLIC BOOKINGS

PRIVATE BOOKING	PUBLIC BOOKING
For the hirer and invited guests only	On behalf of an organisation
No charge made (i.e. to family & friends)	May be free or a charge to attend
Not advertised publicly	Advertised to the general public
Public Liability Insurance may not be required, but additional activities e.g bouncy castles may need separate insurances	Public Liability Insurance will be required. Additional insurances may be required depending on the nature of the booking.
Indicative Fees Party - resident rates - £6 per 30 mins* Party - non resident rates - £7.50 per 30 mins*	It is the responsibility of the hirer to ensure they have the appropriate level of insurance for the activity they offer

FORMS NEEDED

PRIVATE BOOKING	PUBLIC BOOKING
Deposit £75	Deposit £75
Signed hire Terms & Conditions	Signed hire Terms & Conditions
Evidence of insurance for any extras eg Bouncy Castle (ceiling height is 9ft)	Public Liability Insurance
Reminder about PAT for electricals.	Any additional insurances eg for bouncy castle
No decorations can be tied to the ceiling and bunting cannot be removed.	Reminder about PAT for electricals
PA system available.	Evidence of qualifications to run the class
No standing on tables and chairs.	Signed copy of Eastcott Community Organisation Equal Opportunities & Safeguarding policies OR copy of their own Equal Opportunities & Safeguarding policies
	Risk Assessment
	PPL if copyright music.
	PUBLIC BOOKING INVOLVING CHILDREN
	Deposit
	Signed hire Terms & Conditions
	Public Liability Insurance
	Any additional insurances eg for bouncy castle
	Reminder about PAT for electricals
	Evidence of qualifications to run the class
	Signed copy of Eastcott Community Organisation Equal Opportunities & Safeguarding policies OR copy of their own Equal Opportunities & Safeguarding policies
	Risk Assessment – see below
* These prices are for our larger hall - Raggy Powell.	Activities involving children form

Risk management: up to the hirer to think about the risks for their activity and show they have thought about it.-
Example risk assessments are on here: <http://www.hse.gov.uk/risk/casestudies/>

Date: 08/03/23