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| Diagram  Description automatically generated with low confidence | **Innerwick Village Hall** Booking Form |

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| ***Title of Event*  *Entrance Fee*** |
| ***Event Organiser*** *Email Mobile****Event Treasurer*** *(if different)* *Email* *Mobile****Other Volunteers involved*** |
| ***Event Day/Date(s) Times***  |
| ***Event******Description (for Facebook and Newsletter)*** *Brief description of activities involved, to include details of any special clothing or equipment requirements, targeted age group and level of beginners/intermediate/advanced/open to all experience. Make sure you give details of your booking arrangements and contact details.**If relevant, add any biographical details re experience etc.* |
| ***Resources :*** *Do you need:**Sound/video system Screen Storage Facilities Kitchen**Other* |
| **Agreement**I/we have completed a Risk Assessment for this Event. I/my organisation has Public Liability Insurance for this event.I/we have safeguarding strategies in place.I confirm our electrical equipment has been PAT tested.I confirm compliance with Food Safety / Health and Hygiene regulations.I confirm that our equipment/resources /practices meet H&S standards.I confirm that we hold the required music/alcohol licences for this event. | Yes ❑ No ❑ Yes ❑ No ❑ Yes ❑ No ❑ N/A ❑Yes ❑ No ❑ N/A ❑Yes ❑ No ❑ N/A ❑Yes ❑ No ❑ N/A ❑Yes ❑ No ❑ N/A ❑ |
| **Declaration**□I/we have read the User Responsibilities as outlined in the User Handbook and agree to abide by them.□I/we are happy to be included in Publicity materials relating to IPWA activities □I/we undertake to comply with the Covid-19 requirements operating at that time.□I/we undertake to take all recycling materials home with us. (General waste goes in big bin outside.) |
| Signed |  Date: |
|  Please return this form to bookings@ipwa.scot - your booking will be confirmed (pending availability check) and invoiced.  |