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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](mailto:bookings@ipwa.scot) - your booking will be confirmed (pending availability check) and invoiced. | | |