



Innerwick Village Hall

Booking Form

Title of Event		Entrance Fee									
Event Organiser		<i>Email</i>									
Event Treasurer (if different)		<i>Mobile</i>									
Other Volunteers involved		<i>Email</i>									
Event Day/Date(s)		<i>Mobile</i>									
Times											
<p>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. <u>Make sure you give details of your booking arrangements and contact details.</u> If relevant, add any biographical details re experience etc.</p>											
<p>Resources : Do you need:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 30%; border: none;">Sound/video system</td> <td style="width: 20%; border: none;">Screen</td> <td style="width: 20%; border: none;">Storage Facilities</td> <td style="width: 30%; border: none;">Kitchen</td> </tr> <tr> <td colspan="4" style="border: none;">Other</td> </tr> </table>				Sound/video system	Screen	Storage Facilities	Kitchen	Other			
Sound/video system	Screen	Storage Facilities	Kitchen								
Other											
Agreement											
I/we have completed a Risk Assessment for this Event.		Yes <input type="checkbox"/> No <input type="checkbox"/>									
I/my organisation has Public Liability Insurance for this event.		Yes <input type="checkbox"/> No <input type="checkbox"/>									
I/we have safeguarding strategies in place.		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>									
I confirm our electrical equipment has been PAT tested.		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>									
I confirm compliance with Food Safety / Health and Hygiene regulations.		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>									
I confirm that our equipment/resources /practices meet H&S standards.		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>									
I confirm that we hold the required music/alcohol licences for this event.		Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>									
Declaration											
<input type="checkbox"/> I/we have read the User Responsibilities as outlined in the User Handbook and agree to abide by them.											
<input type="checkbox"/> I/we are happy to be included in Publicity materials relating to IPWA activities											
<input type="checkbox"/> I/we undertake to comply with the Covid-19 requirements operating at that time.											
<input type="checkbox"/> 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.											