



**The Brontë SPIRIT**

CIO CHARITY NUMBER 1159930

*breathing new life into Haworth's old school room*

## **BOOKING FORM FOR THE OLD SCHOOL ROOM HAWORTH**

For booking enquiries and access, please contact David Mahon Tel 07718267373 or by email hawortholdschoolroom@gmail.com Bookings are only confirmed once your completed form and payment has been received. Please post your completed booking form to The Bronte Spirit c/o David Mahon, Woodlawn, Brow Road, Haworth, BD22 8RP. Your booking will be confirmed by email subject to availability. Cheques should be made payable to The Bronte Spirit. Payment can be made by bank transfer please contact us for details. The venue is let on Saturday or Sunday 0900–2300 at £120 per day or midweek at £50 per session, morning 0900-1200, afternoon 1230-1730, and evening. 1830-2300. Please ensure set-up/clean-up times fall within your session times. If you wish to book regular dates with us please provide details on an additional sheet. Please note a £100 refundable bond maybe required depending on the type of function.

| <b>DATES REQUESTED</b> | <b>TIMES REQUESTED<br/>Morning/afternoon/evening/all day</b> | <b>COST</b>  |
|------------------------|--|--------------|
|                        |  |              |
|                        |  |              |
|                        |  |              |
|                        |  | <b>TOTAL</b> |

**Your details.**

**Type of Event** \_\_\_\_\_

**Contact or Business Name** \_\_\_\_\_

**Responsible Person** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

**Email** \_\_\_\_\_

**Telephone number (Day and Evening)** \_\_\_\_\_

**PLEASE NOTE THAT THIS IS NOT A LICENSED PREMISES & THAT THE HIRER IS LEGALLY RESPONSIBLE FOR ENSURING THEY HAVE COMPLIED WITH CURRENT LICENSING LAWS AND ARE AWARE OF THEIR OWN LIABILITY**

**The maximum number of people at any one time in the hall is 144 seated concert style and 225 standing 80 wedding reception seated.**

We ask that you read and understand these **Terms and Conditions** of hire before making your booking. The Terms and Conditions were last updated in November 2018.

1. **Cost of letting** is reviewed annually and prices charged will be as agreed on confirmation of booking.
2. **Bookings are secured** once a completed booking form and payment in full has been received. At the Trustees discretion, a bond may be required for certain types of events.
3. **Cancellation** by the Hirer with less than 28 day notice of the event will incur a charge of 50% of the hire charge. If the hirer provides 28 or more days notice of cancellation the amount paid will be refunded in full. **Cancellation of hire by The Bronte Spirit** If in the unlikely event that The Bronte Spirit is unable to let the building for whatever reason we shall refund in full any payments you have made to us. The Bronte Spirit and its Trustees accept no further liability for any other loss or charges incurred as a result of this.
4. **The Hirer is responsible** for any damage or loss to the venue and contents during the hire period. If the venue and contents are left in an unsatisfactory state, or if there is any loss or damage, the hirer will be liable and charged accordingly.
5. **You are hiring** the main hall, stage and kitchen. The Cooker, fridge, utensils *etc.* must be left clean. Floors in all areas must be swept and tidied after use. Mops and brooms are in the cleaning room next to the kitchen. Toilets and sinks must be left clean and tidy as found. **Rubbish MUST be removed from the premises and taken with you. Do not leave any rubbish in the porch or rear yard.**
6. **Tables and chairs**, having been wiped over, must be returned to where found. Any equipment used must be returned to its proper storage space after use.
7. **Nothing must be attached to the walls by any method.** Drawing pins or anything which can potentially damage paintwork must not be used.
8. **The Hirer must nominate a responsible person** to take charge in case of an accident or Fire, to ensure that all persons at the School Room can escape unimpeded through the Fire Exits and to assemble in the car park. Improper operation of the Fire Alarm or extinguishers may result in legal prosecution. **Fire Doors** MUST remain unobstructed during hire. This is a legal requirement. **First Aid box and log are kept in the kitchen.**
9. **Candles** or any other naked flames are not permitted. Bringing **Fireworks** into, or the ignition of Fireworks in the Hall or grounds, is expressly forbidden.
10. **In accordance with the Law, smoking** is prohibited in the Hall. Please do not throw cigarette stubs on the ground outside.
11. **Any electrical equipment** brought onto the Hall premises by the Hirer, or on behalf of the Hirer (i.e. Music players, Disco equipment, Etc.) must be PAT Certified.
12. **The courtyard** to the rear of the building is to be used as **a fire exit only**. The fire door leading onto this area is to be left unlocked and accessible during your event. However, the door must not be left open as this can cause a disturbance to local residents.

13. **The serving of alcohol and playing of music must stop at 2300 hours** and all guests must leave the premises quietly without causing any disturbance by 2330. The person responsible for hire must have vacated the premises by midnight ensuring the building is secure and safe, all windows closed, with all equipment switched off and unplugged excluding fridges. Abusive behaviour or disturbance will not be tolerated and could result in all future requests for bookings being withdrawn and you may be subject to legal proceedings.
14. **The Management Committee aim** to provide a space that is clean and tidy for all users and at a reasonable cost taking into consideration the age and condition of the building. In order to do this, the Terms & Conditions set out above must be adhered to by all who use the Old School Room. Any Hirer who does not abide by them will be subject to additional charges and excluded from any future hire.
15. **The Trustees reserve the right to change** these Terms & Conditions at any time and at their discretion.
16. **Bouncy Castles are not allowed**
17. **A copy of the Hire Guidelines** will be sent to you and can also be found displayed in the kitchen. Please ensure you read these and follow the information provided.
18. **The Old School Rooms is a building of historical importance and should be treated accordingly.** As the building is still associated with the church no event should cause offence to the Christian Faith.

I CONFIRM I HAVE READ AND AGREE TO THE TERMS OF HIRE AS DETAILED IN THIS CONTRACT AND IN THE HIRE GUIDELINES. I AGREE TO PAY THE BRONTE SPIRIT ON DEMAND ALL CHARGES AND ANY ADDITIONAL EXPENSES INCURRED IN RESPECT OF THIS HIRE.

**Signed by Hirer** \_\_\_\_\_ **Date** \_\_\_\_\_

**Please PRINT YOUR NAME** \_\_\_\_\_

**Emergency Contact.** David Mahon 07718 267373    Averil Kenyon 07342 787243    John Collinson 0751 818310    Pam Howorth 07811 213716

*Haworth Old School Room is managed by The Bronte Spirit (Charitable Incorporated Organisation)  
Charity Number 1159930*