**Your attention is drawn to the current ASCH Standard Terms and Conditions of use that apply to all users of All Saints Community Hall that are available for viewing or download at** [https//www.communityhallmelbourn.com](file:///C%3A%5CUsers%5Cmiker%5CDocuments%5CASCH%5Chttps%5Cwww.communityhallmelbourn.com)

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| **Part 1 Details for Customer Account Registration** | See guidance notes overleaf for more information\* indicates optional entry |
| **First Name:** |  | **Tel. No:** |  |
| **Surname:** |  | **\*Alt. Tel. No:** |   |
| **Email Address:** |  | **Invoice email:** |  |
| **\*Organisation/Group:** |  | **Registered Customer Activity Names:** |
| **Address Line 1:** |  |  |
| **\*Address Line 2:** |   |   |
| **Town/Village:** |  |   |
| **County:** |  |   |
| **Post Code:** |  |   |
| **Part 2 Booking Request** |  |
| **I accept the ASCH Terms and Conditions of use:** (Yes/No) |  | *The terms and conditions can be viewed on the ASCH website.* |
| **Room(s):** |  | **Event Name:** |  |
| [First] **Date:** |  | *Format:* | **Arrive Time:** |  | *24 hour format* |
| **Last****Date:** |  | *dd-mm-yyyy* | **Depart Time:** |  | *hh:mm 15m steps* |
| **All setting up and clearing away must be completed within the arrival and departure times entered.** |
| **Recurring Booking Interval:** | None | *Recurring Booking intervals are:* None, Daily, Weekly, Monthly, Monthly same week & day in month, Irregular dates. |
| **Date List:** | Omit these dates | *Date List:* Enter ‘Include these dates’ for **Irregular** recurring dates |
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|   |   |   |   |   |
| **Email Address:** |  | **Activities to be included:** | (Yes/No) |
| **Activity Name:** |  | *Internet Privacy:* Private, Public – contact details hidden or Public. | **Alcohol with TEN:** | No |
| **Internet Privacy:** | Private | **Alcohol without TEN:** | No |
| **Number Attending:** |  | **Play Recorded Music:** | No |
| *Max Numbers:* Hall: 75 seated, 90 standing; Meeting Room: 12 seated, 16 standing | **Play Live Music:** | No |
| **\*Order No:** |   | **View Motion Pictures:** | No |
| **Persons Attending:** |  | *Enter Yes or No as appropriate* | **Sale of Goods:** | No |
| **Private by personal invitation only with no admission charge** | No | **Gaming:** | No |
| **Public with or without admission charge** | Yes | **Prepare Food or Drink:** | No |
| **Description of use:** | **Bouncy Castle:** | No |
|  | **Use of Audio** |  No |
| **Use of Projector:** | No |
| (show details to the left) **Other:** | No |

**When complete please email to bookings@communityhallmelbourn.com or print and deliver to All Saints Community Hall.**

***The booking request is only reserved and available for use when the ASCH Booking Team send confirmation of acceptance by email.***

**Guidance Notes:**

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| **Part 1 Account Registration** | Bookings can only be taken from users with an account registered with ASCH. The registered email address is the account holders unique ID associated with one user and optionally one organisation or group name that is included in the name and address shown on the invoice. An account holder must register at least one activity. E.g. Yoga, Party, Meeting, Philosophy, Private Function etc. This allows the Booking Team to identify the purpose of use where an account holder may book the hall for more than one organisation or purpose. However, the majority of users will need to register only one activity. Any changes to the registered details must be notified to the ASCH Booking Team by the account holder. The invoice email address may the same as or different to the ID email. |
| **Part 2 Booking Request** | Once an account has been registered, the identified account holder may make a booking request without completing the details in Part 1. To reserve the date(s) and time required for use, complete all the details required for the particular use of the premises that applies to all the dates entered. The information entered will be used to ensure the rooms required are available and that the use of the hall is consistent with the trustees’ policy on acceptable use. ***The booking request is only reserved and available for use when the ASCH Booking Team send confirmation of acceptance by email.*** |
| T&Cs | Enter Yes to agree to the ASCH Terms and conditions of use of the hall premises. |
| Rooms | Indicate the room(s) required as **Hall**, **Meeting Room** or **Hall & Meeting Room**. For exclusive use of the premises select **Hall & Meeting Room**. The kitchen, toilets and corridor are jointly available to those using both rooms. |
| Event Name | Enter a [short] **Event Name** to be applied to all the dates reserved in this request. This will be displayed in the event calendar shown on the ASCH website. |
| Single Date | For a single date enter the date required in *First* **Date** and leave *Last Date* empty with **Recurring Booking** showing None.  |
| Recurring Dates | For recurring reservations in a series of dates, enter the first and last date in the series of dates required and under **Recurring Booking** enter one of the appropriate date intervals shown. For ***regular*** date intervals enter any dates not required in the **Date List** table. If the date interval is ***irregular*** then after **Date List** delete the word ***Omit*** and replace with ***Include*** and in the table enter all the required dates between the First and Last date. A maximum of 22 **Irregular Dates** can be reserved in a single booking request. Recurring dates may be limited to 3, 6 or 12 month periods by the ASCH Booking Team. |
| Time | Times should be entered in 24 hour format. ***All setting up and clearing away must be completed within the arrival and departure times entered.*** If the arrival and departure time is not on the same day please make a single booking with an explanation in the **Event Description**. The ASCH Booking Team may adjust the start or finish time to allow for the car park to clear between successive reservations. |
| Customer email | The customer email is the unique account identifier for the registered account holder. |
| Activity Name | Enter one of the **Activity Names** previously registered to the account holder. If there is not an appropriate name please register an additional name in Part 1. |
| Internet Privacy | There are three settings as shown below: **Public:** The Weekly Calendar and Scheduler will show the user Name and a link to the description and contact details of the person making the booking or running the event, once the booking has been confirmed by an administrator.  If the event is set to Requested, it will display as 'Provisional Booking'.**Private:** The Weekly Calendar and Scheduler will not show the user Name or a link to the description and contact details of the person making the booking or running the event. Whether the bookings status is set to Requested or Confirmed, the booking will always display as 'Private Event'.**Public - Contact Details Hidden:** The Weekly Calendar and Scheduler will show the Event name and description, but the contact details of the person making the booking will remain hidden. |
| Numbers  | The intended maximum number of people attending should be entered.  |
| Order Number | This is optional for use where an organisation requires an order number to be quoted on the invoice. |
| Event Description | The event description should identify the nature and purpose of the event together with any precautions to be applied by the user to prevent nuisance or harm to the neighbours or any other person. |
| Activities to be included | In compliance with the Licensing Act 2003, South Cambs DC have issued ASCH with a Premises Licence that specifies the requirements and restrictions that apply to the first six items shown in the list and there is specific legislation on the requirements for the remaining items listed. ASCH needs to register these activities as part of the administrative process. For the first six events these are only permitted between the hours of 08:00 to 23:30. If applicable change **No** to **Yes**. |
| Persons Attending | In order to administer the ‘Activities to be included’, it is necessary to know whether the event indicated is available for public admission [with or without admission charge] **or** it is a private event with no admission charge and by personal invitation only. |