**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:\Users\miker\Documents\ASCH\https\www.communityhallmelbourn.com)

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| **Part 1 Booking Request** | | | | | | | See the guidance notes overleaf before completing this form | | | | | | | | | | | | | | \* indicates optional entry | | | | |
| **I am over 18 years of age and accept the ASCH Terms and Conditions of use:** (Yes/No) | | | | | | | | | | | | | | | | | | | | | | |  | |
| **Room(s):** | | | |  | | | | | | | | | | | **Event Name:** | | | |  | | | | | |
| [First] **Date:** | | | |  | | | | | | | *Format:*  *dd-mm-yyyy* | | | | **Arrive Time:** | | | |  | | | | *24 hour format*  *hh:mm 15m steps* | |
| **[Last****Date]:** | | | |  | | | | | | | **Depart Time:** | | | |  | | | |
| **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, Bi-weekly, Monthly, Monthly same week & day in month, IRREGULAR dates. | | | | | | | | | | | | |
| *Format: dd-mm-yyyy*  **Date List:** | | | | | | Omit these dates | | | | | | *Date List:* Enter ‘Include these dates’ for **IRREGULAR** recurring dates | | | | | | | | | | | | |
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| **Customer Email Address:** | | | | |  | | | | | | | | | | | **\*Order No:** | |  | | | | | | |
| **Number Attending:** | | | | |  | | | *Max Numbers:* Hall: 75 seated, 95 standing; Meeting Room: 12 seated, 16 standing  *Consider the furniture and layout required* | | | | | | | | | | | | | | | | |
| **Privacy:** | | | | | Private | | | | | | | | *Privacy:* Private, Public or Public – contact details hidden. | | | | | | | | | | | |
| **Activity Name:** |  | | | | | | | | | | | | **Projector required:** | | | | No | | | **Supply of alcohol:** | | | | No |
| **Description:**  (With Privacy set to Public this will appear on the ASCH website) | None | | | | | | | | | | | | | | | | | | | | | | | |
| **Part 2 Customer Account Registration** | | | | | | | | | | *If you have previously registered an account with ASCH, please leave this section blank unless you are updating your account details or adding an Activity.* | | | | | | | | | | | | | | |
| **First Name:** | | |  | | | | | | | | | | | **Town/Village:** | | | |  | | | | | | |
| **Surname:** | | |  | | | | | | | | | | | **County:** | | | |  | | | | | | |
| **Email Address:** | | |  | | | | | | | | | | | **Post Code:** | | | |  | | | | | | |
| **\*Organisation/Group:** | | |  | | | | | | | | | | | **Tel. No:** | | | |  | | | | | | |
| **Address Line 1:** | | |  | | | | | | | | | | | **\*Alt. Tel. No:** | | | |  | | | | | | |
| **\*Address Line 2:** | | |  | | | | | | | | | | | **Invoice email:** | | | |  | | | | | | |
| **Activity Name (A):** | | |  | | | | | | | | | | | **Activity Name (B):** | | | |  | | | | | | |
| **Recurring Booking:** | | | None | | | | | | | | | | | **Recurring Booking:** | | | | None | | | | | | |
| **Purpose of use for Activity A:** | | | | | | | | | | | | | | **Purpose of use for Activity B:** | | | | | | | | | | |
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**When complete please forward to the ASCH Booking Team by email to:**

**bookings@communityhallmelbourn.com** or print and deliver to All Saints Community Hall**.**

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

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| **Guidance Notes** | |
| **Part 1 Booking Request** | Once a customer account with a relevant activity has been registered, the identified account holder may make a booking request without completing the details in Part 2. To reserve the date(s) and time required for use, complete **all** the details required for your particular use of the premises that will apply to any of the dates requested in one booking request. The information will be used to ensure the identified rooms are available and prepare the invoice. |
| T&Cs | Enter Yes to confirm your age and your agreement to the ASCH Terms and conditions of use of the hall and the facilities provided. |
| 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 all those using either room.* |
| 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 List and Weekly Diary shown on the ASCH website subject to the selected *Privacy* settings – see below. |
| Single Date | For a single date enter the date required in *[First]* **Date** and leave ***[Last Date]*** empty with **Recurring Booking** showing **None**. Dates should be entered in the international standard format for the UK ‘dd-mm-yyyy’. |
| 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** replace ‘None’ with one of the appropriate date intervals shown. For ***regular*** date intervals enter any dates that are **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 27 **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. |
| Arrival &  Departure Time | Times should be entered in 24 hour format as ‘hh:mm’. ***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 accompanying email**.** ***Leave a 15 minute gap between events to allow the car park to clear.*** |
| Customer email | The customer email address is the unique customer account identifier for the registered account holder and the address for sending email booking correspondence. |
| Order Number | This is optional for use where an organisation requires an order number to be quoted on the invoice. |
| Number Attending | The expected maximum number of people attending should be entered. Remember to take account of the furniture layout and the provision of unhindered access to the emergency exit doors. |
| Privacy | Replace **‘Private’** as required. A Private event is deemed to be for the attendance of guests by your personal invitation only with no admission charges; otherwise it is a deemed to be a Public event. The privacy setting also has the following effect on the disclosure of personal information as shown below.   1. After a reservation has been marked as *Requested* by the ASCH Booking Team   **Public or Private:** the Weekly Diary on the ASCH website will show as ‘Provisional Booking’.   1. After a reservation has been marked *Confirmed* by the ASCH Booking Team  * **Public:** the Weekly Diary and Event List on the ASCH website will show the Event Name with a link to the description, time and date and registered contact details of the person making the booking. * **Public – Contact Details Hidden:** The Weekly Diary and Event List will show the Event Name with a link to the description, time and date but the registered contact details of the person making the booking will remain hidden when selecting the link. * **Private:** the Event Name will not show in the Event List. The Weekly Diary will show the event as ‘Private Function’ instead of the Event Name. Selecting the link will show a message to indicate the event details are unavailable.   **To show the linked details on the website, click the Event Name shown in the Weekly Diary or Event List.** |
| Activity Name | Enter the relevant Activity Name assigned when registering your customer account details. |
| Projector Required | Replace ‘**No**’ with ‘**Yes**’ if the hall projector is required for the event. This is necessary to ensure the facility is available when required. |
| Supply of Alcohol | Replace ‘**No**’ with ‘**Yes**’ as relevant. If Yes the booking request will be initially reserved as a provisional booking while trustee approval is obtained and you will be informed accordingly as soon as possible. *The supply of alcohol at a* ***Public*** *event requires the hirer to obtain a Temporary Event Notice (TEN) from South Cambs. DC and the reservation will only be confirmed and authorised by the Booking Team on receipt of a copy of the applicable TEN that must be received 21 days or earlier before the event date.* |
| Event Description | Replace **‘None’** with a description of the event that can be seen by visitors to the ASCH website when the link is selected from the Public Event List or Weekly Diary. See *Privacy* above to understand how this is controlled. If a longer or formatted text description is required please submit a separate Word or text file of the required text. |
| **Part 2 Account Registration** | Bookings can only be taken from users with an account registered with ASCH. Please enter your postal address as shown. The optional invoice email address is not currently available. **Please notify the ASCH Booking Team of any changes to the registered customer account details.** |
| Email address and Organisation | The registered email address is the account holders unique ID associated with one user and optionally one organisation or group name that will be included in the recipient name and address shown on the invoice. If you are likely to make a booking for more than one organisation then leave the organisation name blank or setup another account with a different email address. |
| Recurring Booking | Change the default ‘None’ as appropriate. For planned recurring dates in **one booking** enter as relevant as daily, weekly, monthly, quarterly, all-day or irregular series of dates. These are general categories and a few dates at the time of making a booking request can be omitted in a series to satisfy the classification. E.g. half term, holidays etc. The actual dates will be reserved when making a booking. |
| Activity Name | Assign an Activity Name to identify the purpose of use that is unique to your account e.g. Yoga, Pilates, Meeting, Social Event, Party, Guides, Training etc. The relevant Activity Name will be required when making a booking request. **Note** the Activity Name is only used to associate an activity to a reservation; it is not the same as the event name that is determined separately for each booking request. |
| Activities | Describe the purpose of the activity together with information to show how the activity is run and the precautions you consider necessary to meet the trustees’ policies on acceptable use. If more than two activities are required then please enter the details on another form.  **The trustees reserve the right to decline any activity that does not meet the trustees’ policy on acceptable use** |

**If you have any queries please contact the ASCH Booking Team**

All Saints Community Hall, Station Road, Melbourn, SG8 6DX. Registered Charity No: 1168855