

CECIL ROSEN HALL HIRE BOOKING FORM

Hirer name:			
Address & phone number:			
Email address:			
Date & purpose of the event:		Number of guests:	
Name of caterer:		Kashrut authority:	
Use of kitchen: Yes/No		Food: Meat/Parev	
Function start time:		Function end time (11.00pm latest):	
Access required from:		Access required until:	
Shomer required from:		Shomer required until:	
Furniture available:	15 round tables (seat 10)	10 trestle tables	230 banqueting chairs
Other equipment available:	Projector/screen	Stage	AV equipment
Any other details (please include if you wish to use the Beis Hamedrash, at what time and what for):			

BEIT SHVIDLER PRIMARY SCHOOL
CECIL ROSEN HALL HIRE BOOKING FORM – continued

- I apply for the use of the school hall on the date and times set out above and for the specified purpose. I agree to pay the hall hire costs, caretaker and shomer costs (where applicable).
- I enclose a deposit (the Deposit) of £200 made payable to *Beit Shvidler Primary School* (BSPS)*. If the hire is cancelled with less than twelve months' notice in writing, the Deposit will be forfeited. The cost of any breakages will in the first instance be deducted from this Deposit. Either the whole of the Deposit (if there are no such costs) or the balance (if any) after the deduction of such costs will be refunded to the Hirer within 21 days after the date of the Event. BSPS reserves the right to recover any costs in excess of the Deposit from the Hirer.
- The deposit may be paid by cheque or by bank transfer to:
 - Sort code: 60-00-08
 - Account: 39785041
 - Reference: Please use 'Hall hire' + your name for identification
- I understand the cancellation policy.
- I understand that this application does not constitute an agreement on the part of BSPS to hire the premises and that until I have received an agreement signed by the School Business Manager, no advertising or any other activity relating to the hire may take place.
- In addition to the Deposit, I will pay the total cost of the hire at least 28 days before the date of the hire.
- I confirm that all food and drink brought onto site, whether by a caterer or the hirer or anyone else, shall be kosher according to the standards of a recognised orthodox kashrus authority to be approved by the school in its absolute discretion and each and every function or event of any kind shall be supervised by a shomer of such a kashrut authority.
- I understand that the kitchen cannot be used for cooking dairy products or under any other kashrut authority other than Kedassia.
- I will ensure that at least 7 days prior to the date when the hire takes place, I will deliver to BSPS:
 - the form annexed to this agreement marked 'A' duly signed by my caterer together with the requested documentation. I will be responsible for any loss, damage and expense incurred by BSPS ensuing out of any breach by the caterer of its obligations set out in that form.
 - copies of third party liability insurance for other third parties who may be working at BSPS for the event, such as bands, photographers, videographers, etc.
- I confirm that I have read, and will be bound by, the Standard Terms for Use.

You are advised to visit the Hall before you submit your application for hire. You must not assume that equipment in the Hall when you make your visit will be available for hire. You are advised to obtain insurance cover in the event of cancellation.

Name:

Signed:

Date:

Bank details for deposit refund: Name of Account holder

Sort Code Account number

This form should be returned to: Jana Abraham, Beit Shvidler Primary School, 261 Hale Lane, Edgware, Middlesex HA8 8NX
Email: events@beitshvidler.org.uk Tel: 07966979951