The Zone - Downderry
Health & Wellbeing Hub
CIO CHARITY NO: 1210322

BOOKING FORM

Please complete all the details below & email it to zonedownderry@aol.com

Your Name: **Name of your Organisation, if relevant:**

Your Email: **Your Address, including postcode:**

Your Telephone number:

Hire details

From 1 November 2026, our charges are:

- **Main Hall - £12 per hour including heating and use of kitchen**
- **Small Hall - £12 per hour including heating and use of kitchen**
- **Main Hall and Small Hall - £25 per hour including heating and use of kitchen**

Details of all our charges can be found on our Noticeboard and on our website.
These charges include the use of tables & chairs, fridge, kitchen utensils, crockery & items for making & serving hot & cold drinks & light refreshments.
Cancellation / Refund Policy. For one-off bookings, we require **48 hours notice** of cancellation for a full refund; for regular bookings, we require 48 hours notice for the booking to carried forward to the following month.

Date(s) and Times of Hire.

DATE(S) REQUIRED: _____

BOOKING START TIME: _____ **END TIME: _____ ***

LENGTH OF SESSION (including set up and packing away): _____ HOURS in total.*

** N.B. Please remember to include time for setting up and packing away as the hall may be required directly after your session. **

Form continues over page /

Type of hire (please indicate)

Private Individual Hire YES / NO

Commercial / Business Hire (or beyond the extent of the private individual policy requirements) YES / NO

Single booking	YES / NO	Weekly booking	YES / NO
Termly booking	YES / NO	All year round	YES / NO

Do you require any bookings on other days & times? If so, please specify here:

Which Space do you wish to use?

Hall	YES / NO	Small Hall / Meeting Room	YES / NO
Both Spaces	YES / NO		

Type of event. Is your event

- Public (open to any member of the public)? YES / NO
- Private function (only invited persons will attend)? YES / NO
- Commercial (Business at which residents will attend)? YES / NO
- Statutory? YES / NO

Description of event, including how the kitchen will be used, if relevant.

Insurance

Are you a **private individual** hiring the Zone for a function or party and **not** for commercial or business purposes? YES / NO

If you are **operating commercially** (or your activity falls outside the Zone's policy requirements), do you have your own Public Liability Insurance and have you arranged appropriate cover? YES / NO

Safeguarding

- Will children or vulnerable people be attending this event/activity? YES / NO
- Compliance with the ZONE's Safeguarding Policy is a requirement of booking the Zone. Please indicate whether you have read our Safeguarding Policy & signed the Agreement. YES / NO

Music

- Do you want to **play music** from your own device? YES / NO

Food and Alcohol

- Will you **be serving hot food** & require the use of the oven? YES / NO
- Will you observe all relevant **Food Health and Hygiene** legislation and regulations, including providing adequate **Allergy Advice** and following **Food Safety** guidelines? YES / NO
- **Will alcohol be brought to this event?** YES / NO
  Please note that alcohol **can** be consumed but **not sold** on the premises.

Electrical equipment

- Do you intend to bring & plug in any **electrical equipment?** YES / NO
  If you have answered 'yes', you must ensure it has been PAT tested & displays an in-date test label.

Do you have any other requirements?

****** PLEASE NOTE THAT 'ONE OFF' BOOKINGS ARE ONLY CONFIRMED ON PAYMENT ******

Please complete the AGREEMENT on the NEXT PAGE

AGREEMENT

By completing this form you are agreeing to the following:

1. You are a **private individual** hiring the Zone for a function or party and will **not** be using the premises for commercial or business purposes. If so, you will be covered under the Zone's 'Hirer's Liability' insurance, subject to the policy terms and conditions. Please note that this cover does not include Products Liability for food, drink or other items supplied by the hirer.
   OR
   You as you are **operating commercially or your activity falls outside the policy requirements**, you have your own Public Liability Insurance and have arranged appropriate cover.

2. That the Zone Health & Wellbeing Hub will hold your contact details & understand that they will not pass them onto any 3rd parties.

3. You have read the **Zone's Conditions of Hire** & agree to abide by them & are responsible for this.

4. You have read the **Zone's Safeguarding Policy** & agree to abide by it & are responsible for this.

5. You have read and signed the **Zone's Safeguarding Agreement** & agree to abide by it & are responsible for this.

6. Music will not be played after 11pm and the building will be vacated by midnight.

7. You will use the **Zone's Guidance for Bookings** on arrival & before leaving the premises at the end of the event. This will be sent to you once your booking is confirmed.

   I agree to the above points.

NAME: _____ **SIGNATURE: _____**

DATE: _____

Thank you.
Please email (1) this completed Agreement form and
(2) the signed and dated Safeguarding Agreement to:
zonedownderry@aol.com