2024-2025 Hall Information and Statistics

HALL DETAILS			
Name of Hall:			
Physical address:			
Postal address:			
Booking Officer Name	(Booking Officer will be added to our website)		
Booking Officer Contact Info	Ph.:	Mobile:	Email:
Afterhours Contact Name			
Afterhours Contact Info	Ph.:	Mobile:	Email:
Emergency Contact Name			
Emergency Contact Info	Ph.:	Mobile:	Email:

HALL COMMITTEE DETAILS				
Position	Name	Postal Address	Email address	Phone number
Chairperson				
Secretary				
Treasurer				
Committee Member				
Committee Member				
Committee Member				
Committee Member				

Please feel free to add any further updates on the reverse of form or on an additional sheet of paper

COMMITTEE MEETING DETAILS	
How often does the Committee meet annually?	
How often did the Committee meet in the year?	
Date of the last AGM?	

HALL INFORMATION		
Usage Data		
Number of bookings:		
Number of estimated users:		
Type of use		
Community (regular users):		
Casual (one off):		
Commercial:		
Hire rates (per hour)		
Community:		
Casual:		
Commercial:		
Other:		
2024/2025 Financial Statement	Attached: Yes / No	
Building Warrant of Fitness	Photo attached as display in the hall : Yes / No	
Evacuation Plan	Photo attached as display in the hall : Yes / No	
Insurance - Contents	Yes / No	Value:
Improvements completed		
Maintenance completed		
Other:		

Council is also improving its website content, and we would like to provide a basic description of what the hall can be booked for and how to make a booking etc. If you any additional information to provide about the following, which we believe will help potential hall hirers that would be much appreciated:

Hall / meeting room details and capacities e.g.: Main hall – 250 pp	
Kitchen facilities	
Toilets	
Disabled access	
Parking	
Furniture available	
Other facilities / assets available e.g.: stage, lighting, heating	

Checklist:

Yes/No	Form fully completed
Yes/No	Photo of BWOF on display
Yes/No	Photo of Evacuation procedure on display
Yes/No	Copy of Audited Financial Accounts if relevant
Yes/No	Copy of Annual Financial Accounts for period 1 July 2023 to 30 June 2024
Yes/No	Other (funding report, funding requests)
Yes/No	Invite to attend the Community Board meeting

Thank you for your co-operation.