

Booking Form

This document should be read in conjunction with the **Tariff** and **Terms of Hire**

A copy of this Booking Form should be retained by the Hirer and a copy signed and returned to the Committee.

Name of Hirer:	Event:
Home address of Hirer:	Contact Telephone Number(s):

The Hirer must be at least 21 years of age and a contact telephone number and address must be provided.

Date of Hire:	Time of Hire:	
Number of hours of Hire:	Hire Rate: (please delete)	Frequent / Occasional / Standard

Please keep this document with you during the hire period. If you have any problems please contact:

0800 612 7323

The Committee reserves the right to enter the premises during any event in order to check on security, safety and compliance with the Terms of Hire.

Hire fee:
(see Tariff)

Deposit - £150:
(at discretion of Committee)

Total Hire charge:

Deposit retained post Hire:
(for breakages or damage)

Balance of Deposit
returned to Hirer:

The Hirer is responsible for both the care of the Hall and the safety & well being of people in the Hall during the Hire period.

By signing this document I confirm that I have read and accept the "Terms of Hire"

Signature of Hirer:	Date:
<i>Signed for and on behalf of the Mendham & Withersdale Village Hall Committee:</i>	
Signature:	Date:

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Opening and Closing the Hall (electrical items)

Opening the Hall (green dots)

- Press the two switches (with the green dots) in the entrance corridor to activate power in the Hall.
- Press the switches (with the green dots) elsewhere to activate additional facilities as required.

Closing the Hall (red dots)

- Press ALL switches (with the red dots) in all the rooms that have been used.
- Press the switches (with the red dots) in the entrance corridor as you leave.

Not all light switches and sockets have green or red dots as these are the same as domestic switches and should be left in the 'off' position until required.

Thermostats (orange dots)

Thermostats for the toilet heaters and the toilets and kitchen water heaters should be left with the orange dots aligned.

Note: some red lights near the disabled toilet will be glowing red as these are the supplies for the sewage treatment plant and other systems. Also, emergency lights will still be lit in the corridor and main hall when you leave the building. In the dark, the external light will automatically go out when you leave the car park.

During the hire period

- Fire escapes (clearly marked) must be kept clear of obstructions at all times;
- Music must stop before midnight and all efforts to minimise noise should be taken after 22:00. The Hirer will be held responsible for any nuisance claims emanating from a failure to comply with this requirement;
- Where outside events include music, the Committee reserves the right to consult with Mid Suffolk District Council (MSDC) regarding noise restrictions and the Hirer shall comply with MSDC's requirements;
- Food hygiene regulation compliance is the responsibility of the Hirer.

Keep a copy of this Booking Form with you during the Hire period as you may need the Opening and Closing instructions and emergency telephone numbers!

Thank you for your support.