



BARKSTON ASH VILLAGE HALL HIRE AGREEMENT

NAME OF HIRER.....

DATE AND TIME OF HIRE.....

PURPOSE OF HIRE.....

HIRE CHARGE.....

NUMBER OF PERSONS ATTENDING.....

Please read the following and sign below :-

FIRE PRECAUTIONS

I have been acquainted with the Emergency Exits and Fire Fighting Equipment.

There must be no smoking anywhere in the Hall Building.

Doors from Kitchen to Main Hall to be kept closed when cooker is in use.

No flammable items to be placed on cooker, microwave or radiators.

Emergency doors and exits must be kept clear of obstructions at all times.

A head count must be taken in case you have to vacate the Building.

Both Main Entrance doors to be unlocked during hire but **MUST BE RELOCKED WHEN HALL IS VACATED.**

IN THE EVENT OF A FIRE OR SUSPECTED FIRE

Call the Fire Brigade on 999.

If the fire is very minor, only deal with it if you feel confident in using the fire fighting equipment and without putting yourselves at risk.

Vacate the Building by the nearest Emergency Exit; do not stop to collect personal belongings.

Assemble in the Car Park at the front of the Building.

Establish by a head count as near as possible that everyone has vacated the building.

Hirer or responsible person to liaise with Fire Officer.

Do not re-enter the Building until authorised to do so.

GENERAL

- First Aid Kit in Kitchen.
- Any accidents during hire must be recorded in Accident Book located with First Aid Kit.
- Ensure the kitchen surfaces and sinks are thoroughly cleaned.
- Leave the village hall clean and tidy.
- Remove all rubbish. If bins outside are full you must take your rubbish away.
- Do not put baby wipes or any other non-disposable items down the toilets – use the bins provided.
- Do not use any contents from cupboards marked private, Nursery or WI.
- You must remove all party equipment, ie balloons, banners, gas bottles, UN wanted toys or games, food, wine, beer and spirits.

PARKING

- For off-loading and loading you can use the court yard parking if there is space to do so – please be considerate to local residents parking rights.
- Cars must not be parked inside the gravel court yard during an event.

Signed in duplicate by Hirer or Hirers Representative

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Date.....

Booking Clerk: 01937 557301

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