



Milton Malsor Village Hall



Booking Form - [Complete in duplicate & return with your FEES & DEPOSIT to:-](#)

Mrs M. Williamson, 4 Towcester Rd, Milton Malsor, Northants NN7 3A. ☎ 01604 859234

FACILITIES REQUIRED

Main Hall [] **The James Meeting Room** [] **Kitchen** []

BOOKING FEES

The booking fee of £..... and a Refundable Damage Deposit of £50.00 is due at the time of booking - refer to the conditions of hire.

Booking Fee and Deposit Paid £ **Caretakers initial**

CANCELLATION FEES

If the hirer cancels the booking within 4 weeks of the hire date then 50% of the booking fee plus damage deposit will be refunded. If greater than 4 weeks to hire date monies will be returned in full.

DATE OF EVENT

To use the facilities at the Village Hall for the period ofhours from..... tohours
Purpose of hire

The Hall must be vacated by (Time) and the Hirer must accept the Conditions of Hire

Signed byon behalf of the Village Hall Trustees

Signed byThe Hirer Print Name

Organisation

Address

Post Code Telephone No.....

Mobile No Date

AN EMERGENCY OCCURRENCE

THE HIRER:-

- Will make all attendees aware of the Emergency Fire exits and evacuation procedures, before the commencement of any event
- Will ensure in an emergency that all evacuees assemble on the Village Green opposite the Village Hall
- Will notify as required, the Fire & Rescue Services, Ambulance Service or Police (Tel 999) immediately
- Is responsible for managing the marshalling of all persons and undertaking a head count before the Emergency Services arrives on the scene
- Should only fight small fires with the equipment provided within the hall. Under no circumstances should the hirer place any persons within the building in danger through fighting a fire
- Will notify the adjoining properties of the fire once the hall has been vacated.