

Milton Malsor Village Hall Booking Form

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

Mrs M. Williamson, 4 Towcester Rd, Milton Malsor, Northants NN7 3A. Tel 01604859234,

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 then the following cancellation charges will apply:

More than 4 weeks notice - Full return of Booking Fee and Damage Deposit.

Less than 4 weeks notice - 50% of hire charge and the return of the Damage Deposit.

DATE OF EVENT

To use the facilities at the Village Hall for the period of hours 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 by The 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 exits and evacuation procedures, before the commencement of any event.

THE HIRER will ensure in an emergency that all evacuees assemble on the Village Green opposite the Village Hall

THE HIRER will notify as required, the Fire & Rescue Services, Ambulance Service or Police (Tel 999) immediately.

THE HIRER is responsible for the marshalling of all persons and undertaking a head count before the Emergency Services arrive on the scene.

THE HIRER 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.

THE HIRER will notify the adjoining properties of the fire once the hall has been vacated.