



Booking Agreement

Contact Name for the Booking		Organisation, Community Group or 'Private Booking'	
Phone Number	Email Address	Booking Date	
Address of Contact			
Function Rooms Required – Please tick	Main Hall	Meeting Room	Social Room
			Hours Booked

Requirements of Our Premises Licence

Stewards

- 1 *There should be competent stewards on duty during the whole time that the public are on the premises. These stewards should be familiar with the building layout and the emergency exits in case of the need for emergency evacuation.*
Please account for the additional responsibility related to less-able people
- 2 *Stewards are responsible for notifying their group of fire precautions emergency exits and evacuation procedures. Remaining identifiable by means of some conspicuous clothing or marking system, visible under all lighting conditions, would be advisable. For evening events, carrying an effective hand torch for use where part or all of the public areas may be darkened would be advisable*
- 3 *For safety:*
 - *Ensure that no overcrowding occurs in any part of the building*
 - *Keep gangways and exits clear*
 - *Prevent standing on seats or furniture*
 - *Be aware of any special requirements needed to ensure the safe evacuation of the people present*
- 4 *A "Fire Instructions" document, showing building layout, position of exits and fire extinguishers is available to stewards for download via the web site www.rowneygreenvillagehall.org or via the Booking Secretary.*
*In the event of fire - use fire extinguishers as appropriate – **call 999** - evacuate the building*

Signed in Agreement		Dated	
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Payment

Payment can be made by cash or by cheque – payable to:
"Rowney Green Peace Memorial Hall"
 Payment by BACS as per details on invoice:

Thank you for booking – enjoy your event