

# MILTON DAMEREL PARISH HALL

Registered Charity No. 281123

## BOOKING FORM

Please COMPLETE & RETURN this booking form to the Booking Secretary:

Julie Sage, Darland, Venn Green, Milton Damerel, Holsworthy, EX22 7NP

Phone: 01409 261308 Email: [MDParishHall@gmail.com](mailto:MDParishHall@gmail.com)

Booking for      HALL              SKITTLE ALLEY              HALL & SKITTLE ALLEY              (Please indicate)

Organisation .....

Contact Name .....

Address .....

.....

.....

Phone .....

Email .....

Payment for use of the hall should be made as soon as possible after your event

Cheques to be made payable to MILTON DAMEREL PARISH HALL

Date of Function

OR Day and Frequency

if a regular booking .....

Nature of Function .....

**Please note that the hire time must include setting up and clearing up time.**

Time Access required      From .....To.....

**Please state number of table and chairs required. Maximums available are in brackets**

**Chairs (30) ..... Square Tables (10) ..... Long Tables (10) .....**

Do you plan to SELL or SUPPLY Alcohol?      YES.....      NO.....

If YES: A **TEMPORARY EVENT NOTICE** may be required from Torrridge District Council

As the hirer I agree to be present (or my authorised representative, if appropriate) during the hiring.

I have received and agree to abide by the Terms and Conditions of Use and Covid-19 Special Conditions of Hire of Milton Damerel Parish Hall

Signed ..... Dated .....

# MILTON DAMEREL PARISH HALL

Registered Charity No. 281123

The Post Code for the Building is EX22 7NZ The Grid Reference is SS 390108

## Terms and Conditions of Use

The Parish Hall and Skittle Alley are available for use Monday to Friday 9.00am to 1.00am, Saturday and Sunday 9.00am to Midnight and Good Friday 3.01pm to 1.00am.

If you intend to SELL OR SUPPLY alcohol at your event you should contact the booking secretary.

A **TEMPORARY EVENT NOTICE** may be required from Torridge District Council, The form can be downloaded from [www.torridge.gov.uk](http://www.torridge.gov.uk) (If a publican is catering for you they can apply for the T.E.N.)

The T.E.N. (Licence) must be placed, in clear view at the Parish Hall during the event.

### **The Hire time must include setting up and clearing up time.**

On arrival BOTH locks on the front doors MUST be unlocked for ease of access and exit in an emergency.

If it will go dark during your booking you MUST switch on the veranda light ON ARRIVAL to avoid any trip accidents outside in the dark.

### **Nothing must obstruct any of the exits.**

#### **General Information**

The TABLES and CHAIRS are in the Store Room, right of the stage. Extra Tables and the Ladder can be found in the Shed outside (door to the right of the Skittle Alley door outside).

The Shed key is in a kitchen drawer next to the sink.

The window fan MUST be used when the Kitchen is in use to help reduce condensation in the kitchen.

The switch is right of the sink.

The WATER HEATERS are thermostatically controlled:

For the KITCHEN sink the illuminated main switch is to the right of the sink.

For the CLOAKROOM sinks, the illuminated main switch is also in the kitchen, beside the light switch.

The WALL HEATER in the Kitchen will automatically switch off after 30 minutes.

The switch for the FRIDGE is in the corner cupboard, to the right of the Fridge.

Please leave the Fridge OFF & OPEN when not in use.

The main switch for OVEN & HOB is on the wall to the right of the hob and is marked.

Please DO NOT use ALL the Electric Appliances in the Hall and Skittle Alley at the same time.

### **The Electricity System must not be overloaded.**

#### **Emergency Facilities**

FIRE EXTINGUISHERS are located near all exits.

The FIRE ALARM System Control Panel is in the Entrance Hall.

**If the alarm sounds and it is found to be a FALSE alarm and the system can't be reset please call the emergency number on the control box for assistance.**

The MAINS WATER STOP TAP is in a kitchen cupboard, to the right of the sink unit.

The main ELECTRICITY FUSE BOXES are in the Skittle Alley.

A FIRST AID BOX is kept in the Kitchen. If there is an accident of any kind, the Accident Book should be filled out.

This is with the First Aid box. The incident should be discussed when returning the key.

The marked ASSEMBLY POINT is in the Car Park over the road.

#### **Hirer's Responsibilities**

Requests must be made for the use of any decorations.

The Hall must be left in a clean & tidy condition.

All breakages must be reported and then paid for.

**All rubbish must be removed** from the premises at the end of the function.

**Make sure all taps, heaters lights & switches are turned OFF**

**and all doors & windows are LOCKED and secure before leaving the building.**

Ensure that the minimum of noise is made on arrival and departure.

Park cars in the CAR PARK. If cars need to park in the lane please do not block any access and leave enough space for Emergency Vehicles.

Return the keys ASAP after the event.