



BOOKING FORM FOR HIRING BLYBURGATE HALL, BECCLES (NR34 9TF)

(please print and complete)

YOUR DETAILS						
Contact Name:						
Name of Organisation/Society (if applicable)						
Address:						
Email:						
Tel:		Mobile:				
DATES and TIMES YOU REQUIRE (All preparation and clearing up times must be Included)						
Date:		Times:				
Type of event: (i.e. birthday party/fitness class etc)						
FREQUENCY OF BOOKING						
One-Off	Weekly	Monthly	Annual	Other (please specify)		
WHAT YOU WILL HAVE TO PAY:						
Agreed hire rate *		Deposit **		Total hours booked		
<ul style="list-style-type: none">I enclose a cheque for the [deposit] or [total hire price] (delete as applicable) made payable to 'Beccles Town Council'I confirm that I have received and read a copy of the 'Conditions of Hire and Information for Hirers' and that I accept the conditions of hireI confirm there will be adequate supervision of children (under 18 years of age)						
Signed:					Date:	
Please return this form together with your cheque and copy of insurance certificate (if required) to: Beccles Town Council, Town Hall, The Walk, BECCLES NR34 9AJ Email: admin@beccles.info						

* For parties and one-off bookings, please note that the balance of your hire fee must be paid four weeks in advance of your booking.

** For parties and one-off bookings, a deposit of £20 must accompany this form.



CONDITIONS OF HIRE AND INFORMATION FOR HIRERS

In order that the Hall can be kept in good condition for all, would Hirers please adhere to the following guidelines:-

1. Please ensure that the Hall floor is left in good condition (ready for the next user). Sweep or mop the floor to remove any crumbs etc. (Cleaning equipment can be found in the tall cleaning cupboard in the kitchen next to the Fire Exit and in the cupboard above the sink).
2. Make sure tables are clean before being put away, and put away tables and chairs where you found them.
3. Check that all taps in the lavatories and kitchen are turned off, make sure the lavatories are clean, that the refrigerator is empty and clean if you have used it, and any cups, plates etc. that you have used are washed, dried and put away.
4. Please note that for one-off parties, all rubbish must be removed by the hirer. Black bin bags can be found under the sink in the kitchen.
5. Please note any comments you may have in the Comment Book in the kitchen.
6. When you leave, check that all fire doors are closed.
7. Switch off all the lights you have put on.
8. Ensure that the outer door is firmly shut and locked.

Please note that in the event of any damage being caused by the hirer, you must make good at your own expense all such damages and losses.

ELECTRICITY SUPPLY

In the event of the electricity supply tripping out, please initially reset the trip switch which is located in the cupboard on the wall in the kitchen to the right of the door into the hall.

FIRE PROCEDURE

On arrival at the hall, please familiarise yourself with the 2 fire exits in the hall, the main entrance and the door in the kitchen.

In the event of a fire, please evacuate the building by the nearest fire exit, as above. Assemble at the far side of the car park and ensure that everybody has left the building. Call 999.

CONTACTS

For any issues regarding the hall, please contact Charlie Middleton at the Town Hall on 01502 712109 or email admin@beccles.info. Office hours are Monday to Friday 9:00am to 3:00pm.

IN THE EVENT OF AN EMERGENCY ONLY WHICH OCCURS OUTSIDE OF OFFICE HOURS please contact Roger Andrew on 01502 714652 or 07732 311938 for assistance.

Thank you for your cooperation.