

DRAYTON HALL & RECREATION GROUND TRUST

BOOKING FORM

1. **Details of requirements:**

- | | |
|--|---|
| a) Booking date | f) Part/s of the Village Hall required (<i>please circle</i>) |
| b) Time required Open at Close at | i) Whole building ii) Large hall & kitchen |
| c) Is stage required? Yes / No
<small>(Note: stage is out of bounds if it has not been requested for supervised use)</small> | iii) Lounge area iv) Small hall & kitchen |
| d) Public Address System to be used? Yes / No | g) Food (<i>if consumed on premises</i>) HOT COLD |
| e) Is Bar required? Yes / No | Do you need crockery/cutlery/glasses Yes / No |
| | Do you require catering information? Yes / No |

2. **Details of Hirer:**

Name

Address

Post code

Contact Tel Nos

3. **Other information:**

Approx. no. attending the event

Proposed use of hall

Type of music (*please circle*):

Disco Live None

Please note the following conditions of use:

- a) Hirers must read and fully note fire regulations contained in the regulations book
- b) Only intoxicating liquors bought through/supplied by/or agreed with the Licensee and Management Committee can be consumed on the premises
- c) The Hall must be left in a clean and tidy condition, with tables and chairs replaced where they were on arrival. Surfaces, including the floor must be left swept and wiped of any spills; please note that furniture must not be dragged across the floor
- d) The Hirer will be responsible for the care and usage of the building; any item missing or broken will be charged for
- e) No sticky tape, drawing pins or nails should be used on any surface; hooks are provided on brick pillars to hang/suspend decorations, otherwise only blutack can be used
- f) When leaving:
 - a) All electrical items must be switched off (except labelled appliances e.g. freezer, icemaker)
 - b) After checking all lighting & heating is switched off, please ensure ALL doors are secure

I have read the Fire Regulations, Conditions of Hire and Scale of Charges and agree to comply with the Hall's terms and conditions

Signature of Hirer

Date

Please return this form to Mrs Ann Webb, Windy Ridge, 1 Milton Rd, Drayton, Oxon OX14 4EZ