

STIMPSON'S PIECE CHARITY NO: 299466

Office: Reepham Town Council

**Town Hall,
Church Street
Reepham
NR10 4JJ
Tel: 01603 873355**

OUT OF HOURS EMERGENCY NUMBER - 07776291892

BOOKING FORM

HIRER

AUTHORISED REPRESENTATIVE.....

ADDRESS.....

TELEPHONE NUMBER.....

DATE

TIME Morning.....

Afternoon

Evening

FUNCTION

FACILITIES BOOKED

Hall Cost £

Pitches Cost £

Changing Rooms..... Cost £

Bar. Cost £

TOTAL HIRING FEE £

DEPOSIT (See conditions below) £.....

Please provide a separate cheque for damage deposit.

TOTAL PAYABLE (in advance) £.....

Please make cheques payable to 'Stimpson's Piece Trustees'

STIMPSON'S PIECE CHARITY BOOKING FORM - CONTINUED

1. All safety and fire exits from the room(s) are to be kept free from obstruction at all times, including the main hall foyer. Please nominate a competent person to advise the location of fire exits at the beginning of the function. Event / Activity leaders are responsible for fire safety and evacuation throughout the event. A fire action plan is displayed on all exit doors for reference. A copy of the Fire Safety Plan is attached to this booking form.
2. Maximum capacity of our premises is not to exceed **130 persons**. For an evening function the hall must be vacated by midnight and no music is to be played after 11:30 pm.
3. Kitchen facilities – the Charity supplies a small amount of crockery and cutlery. The oven may be used but it must be left in a clean condition. Cleaning materials and a vacuum cleaner are provided in the kitchen for cleaning up after your event.
4. Stimpson's Piece Charity expects hirers to leave all rooms, changing rooms, passageways and the kitchen etc clean and tidy after use. There are two refuse bins provided outside the front door. Please use recycling bin as appropriate. Any excess bulky rubbish or cardboard boxes are to be removed from the premises. No litter or broken glass to be left outside the foyer.
5. **SMOKING IS NOT ALLOWED IN ANY PART OF THE BUILDING**
6. Reepham Town Football Club have a licence to supply alcohol and are willing to provide a bar to any hirer but this must be booked through the clerk at the time of hire.
7. Arrangements must be made to collect & return the keys to the Town Council office.
8. A damage deposit is required in respect of parties, dances, weddings and similar private functions. This is refundable in whole or in part at the discretion of Stimpson's Piece Trustee, where provided the rooms are left in a clean and tidy condition and that no damage occurs to the premises or its contents during the hirers use, (and where appropriate the keys are returned).
9. Currently we have 12 trestle tables and 80 chairs available for use in the hall. They may not be taken outside.

Please return one copy of the booking form, signed below. Please note that by signing this form you (or your organisation) are accepting the above conditions of hire, and you are asked to abide by them.

Declaration

I, the undersigned being over 18, hereby accept responsibility for being in charge and shall be on the premises at all times during the hiring period, and for ensuring that all conditions of hire stated above are met. I have received and read a copy of the Fire Safety Plan and understand my responsibilities.

Signed Date

Keys collected by Date