** THE VILLAGE HallRowney Green *- B48 7QP*

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| Booking Agreement |
|  |
| Contact Name forthe Booking |  | Organisation, Community Groupor ‘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

Hirers should conform to the mitigation actions defined in their Covid-19 risk assessments submitted to the trustees

*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

Stewards are responsible for notifying their group of fire precautions emergency

1. *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*

For safety:

1.  *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*

A “Fire Instructions” document, showing building layout, position of exits and fire

1. *extinguishers is available to stewards for download from the web site* [*rowneygreen.org*](https://rowneygreen.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 |  |

Payment can be made by cash or by cheque – payable to:

*“Rowney Green Peace Memorial Hall”*

Payment by BACS as per details on invoice:

*Payment*

Thank you for booking – enjoy your event

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