

# MILTON DAMEREL PARISH HALL

Registered Charity No..281123

## BOOKING FORM

**COMPLETE AND RETURN this form to the BOOKING SECRETARY**

Roberta Jackson, Westfields, Venn Green, Milton Damerel, EX22 7NP  
Phone: 01409 261196 Email: [Robertajackson666@gmail.com](mailto:Robertajackson666@gmail.com)

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

Organisation .....

Contact Name .....

Address .....

.....

.....

Phone .....

Email .....

Cheques to be made payable to MILTON DAMEREL PARISH HALL

Date of Function  
OR Day and Frequency  
if a regular booking .....

Nature of Function .....

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

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

Are You SELLING Alcohol?      Yes.....      No.....

If YES a **TEMPORARY EVENT NOTICE** must be applied for by you or the Publican running the 'Bar', from Torrridge District Council. (At least 10 working days notice must be given, 4 weeks preferable, in case of any problems). The T.E.N. (Licence) must be placed, in clear view at the Parish Hall during the event.

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 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 alcohol at your event you should notify the booking secretary and obtain a **TEMPORARY EVENT NOTICE** at a cost of £21 from Torridge District Council, download the form 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 trip accidents outside. **Nothing must obstruct any of the exits.**

### General Information

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

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

The window fan MUST be used when the Kitchen is in use. Switch is right of the sink.

The WATER HEATER is thermostatically controlled, the illuminated main switch is right of the sink.

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 open when not in use.

The main switch for Oven & Hob is on the wall to the right and is marked.

Please DO NOT use ALL the Electric Appliances in the Hall and Skittle Alley at the same time, especially if extra Electric Equipment is brought in. **The Electricity System must not be overloaded.**

### Emergency Facilities

FIRE EXTINGUISHERS are located near all exits.

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

The 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.

A PUBLIC TELEPHONE BOX is situated at Whitebear Cross on the A388. Turn left outside the hall and travel approximately half a mile to the junction. The Phone Box is to the right in the lay-by.

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.

**PLEASE RETAIN THESE TERMS & CONDITIONS OF USE FOR YOUR INFORMATION**

Revised 10/2016