



# Purley Memorial Hall

## Memorial Hall Booking Form

To hire the Memorial Hall please complete this form and return it to the Booking Secretary at 18 Glebe Road, with payment and deposit cheque made payable to "Purley Memorial Hall".

Name of Hirer		
Name of Organisation		
Name of Organisation contact if different to above		
Position in Organisation		
Address		
Telephone Numbers	Day.	Evening.
Email address		

Date(s) of Hire		
Time (required hours)	From.	To.

Please indicate all areas required (tick box)			
Main Hall <input type="checkbox"/>	Nicholls Room <input type="checkbox"/>	Kitchen <input type="checkbox"/>	Garden Area <input type="checkbox"/>
Reason For Hire			
Number of people expected to attend			

a deposit cash / cheque for £.....

Hire Charge pay the week prior to hire using the hire date as reference by bank transfer or cash.

**Bank details Lloyds Bank Sort Code 30-90-89 A/c Purley Memorial Hall No: 35806760**

The deposit cheque will be returned to Hirer within 28 days of the termination of the period of hire provided that no damage or loss has been caused to the premises and/or contents; nor complaints made to the Hall about noise or disturbance during the period of the hiring as a result of the hiring.

**I confirm that I am over 18 years old and have read and understood the Standard Conditions of Hire which can be found on our Web site for Purley Memorial Hall and will comply with them**

Signature ..... Date .....

Name Please Print.....

By completing this form, you give your consent for the information that you provide to be held securely by us and used in accordance with our Privacy Policy which can be found online at our website [www.purleyonthames.org.uk/memhall/](http://www.purleyonthames.org.uk/memhall/)

Payment must be received by the Booking Secretary before the booking can be finalised. Booking Secretary, Mrs Rita Benedict, 18 Glebe Road, Purley on Thames, Reading, Berkshire, RG8 8DP Mobile 07772 129187. **The Keys to the hall will be in the wooden box situated within the lobby at 18 Glebe Road**

**Purley Memorial Hall, Glebe Road Purley on Thames RG8 8DP**

**Registered Charity No. 300191**

# ***Purley Memorial Hall***

## **Hirers Information Sheet**

### **Opening and Closing the Hall**

Hall keys will be available from the box in the porch of 18 Glebe Road, Purley-on-Thames and, after locking up, must be returned there immediately.

Please telephone **07772 129187** or 0118 941 7143 in case of difficulty.

### **Safety**

The Hall has a No Smoking Policy. The wrought iron side gate to the right of the main entrance can be used for access during hire and must be closed on completion of the hire.

In the event of a fire, the Hall should be evacuated in an orderly manner using the appropriate exits, and the Fire Brigade called by dialling 999. The hall now also has a gas monitor alarm if this should sound please vacate the hall immediately.

The exact location of the fire exits and fire extinguishers must be noted before the Hall is occupied and the manner of opening Fire Doors should be made known to your guests. (A sketch plan showing these is shown on the notice board in the Main Hall).

Please use the trolleys provided for moving chairs and tables in order to avoid injury. Please stack chairs and tables in the storeroom in the manner shown on the notice.

A first aid box is located in the Main Hall by the doors leading to the Nicholls Room. Please record any accidents or injuries in the Accident Book in the marked Kitchen drawer.

### **Hall Telephone**

The Hall has no telephone and so you are advised to bring a fully charged mobile telephone for use in case of an emergency.

### **Insurance**

The Hall has adequate public liability insurance to cover any defects in the fabric of the hall. Hirers should ensure that they have adequate insurance to cover the activities they are organising. The hall is not responsible for any items brought on to the premises or used by them or the attendees. Equipment use must be covered by the hirers insurance.

### **Power Circuits/Heating**

The heating controls are located in the Main Hall. Please let the booking secretary know if you need the Hall to be particularly warm or cold. Do not adjust individual radiators/heaters as this will result in the Hall being too cold or hot for subsequent users. Any portable electrical appliances used by the hirer should have a valid PAT test certificate. The hall is also fitted with a gas leak alarm. If this sounds please leave the hall immediately and phone the gas emergency number (0800 111999) . Equipment use must be covered by the hirers insurance

### **Car Parking**

The road leading to the Hall is a public road and this must not be obstructed. The Hall car park will accommodate a good number of cars if they are parked sensibly.

Any overflow may park on the grass avoiding the manhole cover.

### **Consideration for Others**

Please ask your guests to leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents.

Please do not use drawing pins or sellotape on the walls or other surfaces, use white-tack if you need to put up notices or decorations. Do not fix decorations near light fittings or heaters.

Please leave the Hall clean and tidy and please take your waste home with you. The floor should be swept using equipment which is located in the cupboard in the entrance to the Ladies lavatory. In particular we ask you to ensure tabletops are wiped clean before being stacked.

### **Faults/ Damage/ Comments**

Please report any faults or damage to the booking secretary as soon as possible so that they can be rectified quickly. The Management Committee welcome comments or observations that you may have about your hire of the Hall.

### **General**

The Hall has WiFi. The Hall does have a Performing Rights Licence for the performance of copyright music.

The hirer/representative is required to be on the premises during the hire period.

The Hall is not licensed for the sale of alcohol. Details of application for an alcohol licence can be obtained from the Booking secretary.

Location and Use of Fire Equipment for Hirers. Please see diagram on the notice board in the main hall