



THE ALEXANDRA HALL

(HEDON COMMUNITY CENTRE TRUST)

St. Augustines Gate

Hedon

Hull

HU12 8EX

BOOKING FORM

(Please complete all sections)

Full Name: _____ Contact Number: _____

Address _____

Post code: _____

Type of function: _____

Single / Multiple use (multiple use, state period required for) _____

Are there any disabled persons i.e. wheelchair bound, included in your party? Please state numbers. _____

Day: _____ Date: ____/____/20__ Time: from _____ to _____

Room(s) required – please tick requirement(s)

Elizabethan Room capacity 200

Kitchen

There is a charge of £10 for use of cooking facilities

Jubilee Room capacity 65

York Room capacity 25

BAR – If a bar is required, state time: From _____ To _____

A separate form must be completed for the Bar licence & sent to the licensee.

Hire is subject to the rules and regulations shown overleaf.

Signed Date

Please return the completed form with £20 deposit, if a bar has been requested a further £20 should be included with the deposit and sent to: Sam Banks, 1 Maple Park, Hedon, HU12 8NR

Cheques should be made payable to, **The Alexandra Hall.**

Tel: 890217

For Management Committee use only:-

Room Hire:- Elizabethan / Jubilee / York / Kitchen £.....

Extras (e.g. pots etc.) £.....

Bar £.....

Total £.....

Deposit paid £.....

Amount Outstanding £.....

Confirmed _____

For Management Committee



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STANDARD CONDITIONS OF HIRE

1. Letting applications will only be accepted from a responsible person over the age of 21 and that person or their representative should be in attendance throughout the letting period and will be responsible for the supervision of the premises.
2. Black bags are left for your rubbish. Please leave black bags (sealed) in the kitchen for the cleaner to dispose of.
3. It is the responsibility of the HIRER to inform your guests of the following. Safety should be observed and Fire Regulations must be adhered to at all times. Copies of the Fire Regulations are displayed by each exit along with fire extinguisher locations.
4. It is the responsibility of the HIRER or their nominated caterer to comply the current hygiene & Health and Safety policies set out by The Food Standard Agency.
5. Tables, chairs and stage blocks may be arranged to suit your requirements providing the fire exits are kept clear.
6. At the end of the hiring period the HIRER is expected to leave the premises in a tidy condition. Tables, chairs and stage blocks should be replaced at the end of the function so that the room may be ready for the next user.
7. An application form should be completed with details of the event to take place. Where a Bar Licence is required, a separate licence request form must be completed for the licensee.
8. The hall and all rooms therein operate a strictly No Smoking Policy.
9. The HIRER will be responsible for informing their guests that if they look under the age of 21 to bring photo ID as they will not be served Alcohol unless proof of age can be determined. Accepted ID are:-
 - A photo driving licence
 - A passport
 - A proof of age scheme card which carries a pass logo
10. The Management cannot accept liability for any property lost, damaged or stolen.
11. The HIRER must make sure that any electrical equipment brought into the hall is in good and safe working order. Please note that Remote Circuit Breakers are fitted in the building and will trip out if faulty equipment is fitted.
12. The HIRER will take responsibility for the safety and protection of children who attend these parties. No Bouncy castles are permitted on the premises.
13. In view of the limited amount of space, no storage can be made available.
14. Any damage to the Hall, fixtures and fittings or failure to leave the hall in a fit state will be charged to the HIRER at cost.
15. The HIRER when coaching/teaching children and vulnerable adults must when asked for provide the Committee with an up to date Enhanced CRB Certificate, appropriate coaching qualifications and personal indemnity insurance.
16. The HIRER is responsible for providing or ensuring that when music is played in the Hall a PPL (Phonographic Performance Licence) is held for the music being played.



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Instructions for the use of The Alexandra Hall

The HIRER acknowledges that they have received instructions in the following matters

- The action to be taken in the event of fire. This includes calling the Fire Brigade and evacuating the hall.
- The location and use of fire equipment. (Include diagram of location when handing over keys).
- Escape routes and the need to keep them clear.
- Method of operation of escape door fastenings.
- Appreciation of the importance of any fire doors and of closing all fire doors at the time of a fire.
- Location of First Aid kit
- Exit & Emergency lighting signs switch

In advance of an entertainment or play, the HIRER shall check the following items:

- That all fire exits are unlocked and panic bolts in good working order.
- That all escape routes are free of obstruction and can be safely used.
- That any fire doors are not wedged open.
- That exit & emergency lighting signs are illuminated.
- That there are no obvious fire hazards on the premises.

The HIRER unless otherwise agreed is responsible for the following at the end of the hire period:-

- Lights to be switched off
- Heating to be switched off
- Windows closed
- Chairs & tables replaced on provided racks
- Clear floor area for next user
- Breakages reported
- All doors locked
- Keys returned to Bookings Officer

Hirer Full Name: _____

Signature: _____ Date: ___/___/20__

Full Name: _____

(For Management Committee)

Signature: _____ Date: ___/___/20__



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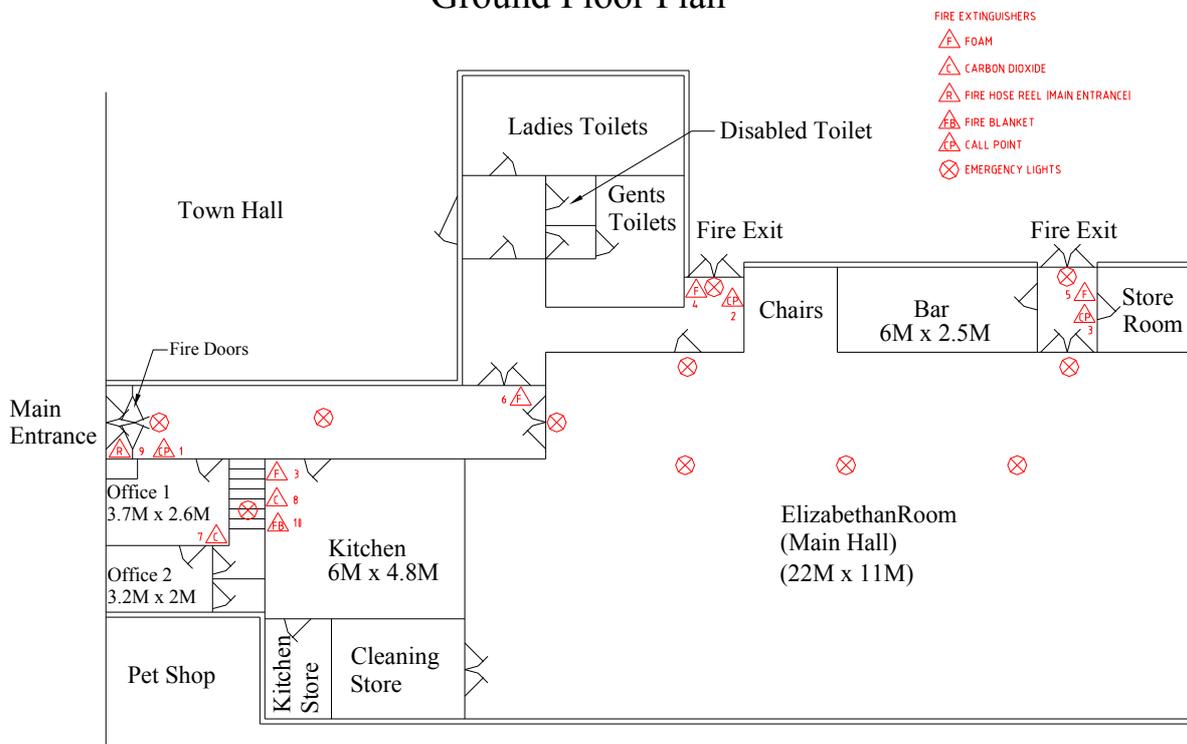
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Ground Floor Plan



HOW TO FIND US

