

Braughing Playing Fields Association Trust

The Community Hall, Green Lane, Braughing, Ware, SG11 2QL

BOOKING FORM

Section A: Details of person booking facilities and accepting responsibility for the hire

Name

First Name Last Name

Address

Street Address

Street Address Line 2

City State / Province

Postal / Zip Code

Phone Number

Area Code Phone Number

I have read and agree to the Terms and Conditions of Hire set out in Section C

Hall

Hall

Kitchen

Changing Rooms

Field

Section C: Terms and Conditions of Hire

1. All use of the facilities must be pre-booked using this booking form 2. The Hirer may access the hall 30 mins before the hire time and remain for 30 mins after the hire time for the purpose of set-up and cleaning with no charge. 3. The hirer shall not sub-hire or assign the facilities or any part thereof and must leave the premises as they found them 4. When the hall is required the hirer assumes responsibility for the following: a) Ensuring facilities are left clean, dry and locked b) Ensure that they have read and understood the Emergency Evacuation Procedure found on the Notice Board in the entrance lobby to comply with Health and Safety legislation. 5. Users must ensure that all rubbish is removed from the hall and placed in the commercial waste bin outside the building 6. Any repairs or extra cleaning required after use will incur additional charges 7. Act in a manner that is considerate to neighbouring properties 8. Alcohol may not be sold on the premises without providing the Trust with the appropriate licence prior to the event 9. A signed copy of the booking form must be supplied to the Secretary or Treasurer of the Trust 10. A First Aid kit is located in the kitchen to the left of the serving hatch together with an Accident Book which must be completed for any accident

CLEANING EQUIPMENT IS PROVIDED IN THE STORE CUPBOARD IN THE KITCHEN

Booking Enquiries to Grahajm Frary 6 Green Lane, Braughing, 07855 834862 grahamfrary@tiscali.co.uk