

EXETER HALL BOOKING FORM



NAME:

ORGANISATION/GROUP:

DATE OF BOOKING:

PO No:

POSTAL ADDRESS:

CONTACT TEL:

EMAIL:

TYPE OF EVENT:

HOW MANY PEOPLE DO YOU EXPECT TO ATTEND?:

PLEASE TICK ROOM REQUIRED AND STATE TIMES ROOM HIRE IS REQUIRED FOR BELOW:

Main Hall

*Kitchen

Small Hall

Committee Room

(£30p/h, After 6 £45)

(£85 full/ £37 part)

(£18.50p/h, after 6 £20p/h)

(£18.50p/h)

(*Only with main hall booking)

Minimum of 3 hours hire for Main Hall, Small Hall & 2 hours Committee room(bar area)

TIMES REQUIRED:

From:

To:

BAR REQUIRED:

From:

To:

DO YOU REQUIRE USE OF ANY EQUIPMENT – PLEASE TICK RELEVANT BOX(S):

Microphone

Laptop

Flip Chart

Screen Only

Powerpoint Proj, Speakers & Screen

Use of copy right Music which you will use – Disco

Live Music

Background Music

WHICH SEATING/TABLE LAYOUT WILL YOU REQUIRE:

Boardroom

Theatre

Classroom

Cabaret

U-Shape

DO YOU REQUIRE ANY CATERING OR REFRESHMENTS: Yes No

(Please see menu attached for our catering options)

Hot Water URN (Includes Cups & Saucers £18.50)

Times refreshments are required:

NOTE EXETER HALL OPERATES A NON-SMOKING POLICY THROUGHOUT THE BUILDING

PLEASE NOTE: Cancellations within 4 weeks of event a charge of 100% of Hire Charge will be made.

Cancellations between 4 – 8 weeks of event 50% of Hire Charge will be made.

A £100 Deposit is requested to secure your booking date. these will only be held for 10 days without a deposit. This will be taken from your final invoice

I have read the terms and conditions governing the use and hiring of the building with all equipment and hereby agree to be bound by such conditions. I also confirm that I have read the conditions and fire action plan on the reverse of this booking form and fully understand my duty as a temporary responsible person under the Fire Safety Order.

Applicants Signature:

Date:

Please kindly return this completed form to - Exeter Hall, Kidlington Parish Council, Oxford Road, Kidlington, OX5 1AB
- or email secretary@kidlington-pc.gov.uk For any further enquiries please telephone 01865 372143

EXETER HALL BOOKING CONDITIONS

CONDITIONS:

Exeter Hall operates a non-smoking policy throughout the building.

Strictly no pyrotechnics, fireworks, candles or tea lights.

Any equipment brought into the building (e.g. laptops/data projectors) must be PAT tested

Booking forms are to be returned to the office together with full payment to confirm the bookings.

Balance for bookings, are payable in advance, and should be paid when returning a completed booking form

Party bookings are required to pay a damage deposit of £500 payable in advance in addition to hall hire – refundable after event if no damage or unacceptable mess.

All prices quoted are current and may be subject to alterations at six weeks' notice.

A charge of 100% of the total bookings will be made for bookings cancelled less than one month prior to the date of the function

Please ensure your car parking registration form has been completed and returned to reception with all details of those attending your event to ensure they do not receive a parking ticket.

FIRE ACTION PLAN

For Hirers:

- **Please note the person hiring a room in Exeter Hall will become a temporary responsible person under the Fire Safety Order 2006.**
- **A roll call should be taken by the person in charge of any group hiring any of the rooms and they should inform the Office Staff and the fire service (on arrival) that either “all persons are accounted for” or any absences should be reported to the Office Staff and also to the fire service when they arrive. A register of people attending should be kept by the person responsible for the hire.**
- **The temporary responsible person should nominate a person to guide any disabled people attending the hire to safety. (See below).**
- **Hirers should not attempt First Aid/ Fire Fighting unless qualified to do so.**

In the Event of Discovering a Fire:-

- Activate the fire alarm by breaking the glass of the fire alarm nearest to you.
- Dial 999 and ask for the fire brigade after you are clear of immediate danger either from your mobile phone or the nearest public phone box, which is in the High Street. Alternatively you can raise the alarm at the Fire Station at the bottom of Sterling Road.
- The caretaker should be informed immediately after leaving the building after assembling at the fire assembly point located on the far left hand side of the car park side of the car park.
- Leave the building as quickly and calmly as possible, by the nearest safest route. The fire exits are located on the two outside walls of the Main Hall, and also at the end of the small hall, in the bar.
- Do not re-enter the building at any time.

For people with Disabilities:-

- Disabled people should be taken/directed to the nearest exit by the person they or their group leader have nominated to do this.
- In the event of a need to evacuate disabled people, the nominated person in should provide appropriate directions to the nearest fire exit and ensure the provision of necessary assistance. “Disabled people” include those with sight or hearing impediments, as well as impaired mobility, permanent or temporary.
- The following procedure will be adopted for wheelchair users: Wheelchair users will make their way to a signed fire exit with the assistance of the nominated person, the person in charge of the group will ensure that they will ensure that the person in charge of their group is informed of their whereabouts. Designated and suitably trained members of staff will evacuate wheelchair users to a final exit, with due attention to avoiding any obstruction to evacuation overall.
- People with a visual disability will usually require the assistance of one person who should be nominated at the start of the hire either by the visually impaired person or the person responsible for the hire. On level surfaces they should take the nominated person's arm and follow them.
- People with a hearing disability will require some means of being warned of an alarm. It is that person's responsibility to inform the person responsible for the hire that they may not here a fire alarm – then the responsible person can alert them if the alarm sounds.
- For people with physical disabilities: this can cover a wide range of abilities including people who have a permanent disability and use wheelchairs to those who have broken limbs or who are in an advanced state of pregnancy and would require assistance for stair descent. There are also those people who have hidden disabilities. It is important that those who have hidden or temporary disabilities inform the course/event organiser who can then nominate people to help them in the event of a fire.