

THE AZELIA HALL
 258, Croydon Road, Beckenham, Kent, BR3 4DA
 Tel: 020-8650-1646
 (Registered Charity No. 214872)

<u>Booking Reference</u>
<u>Application Date</u>

HALL - BOOKING APPLICATION FORM	
FUNCTION DATE	
Description of Function	
No. of people expected to attend	
Function Time	Start – Finish
Total hall hire time (including set-up and clearing away)	From – To

FACILITIES REQUIRED			
	(Please tick)		(Please tick)
MAIN HALL		Use of BAR Area	
SMALL REAR HALL		Use of P.A. SYSTEM	
Use of KITCHEN		Is a DISCO being provided?	
If professional caterers are using the kitchen, please provide their name and address.			
If you plan to have a Disco or Live Band, you may require PPL and/or PRS licences. Please see the Guidance Notes and the Terms & Conditions section 2e.			
If a special Table/Chair layout is required, please attach a plan to this Booking Form.			

DETAILS OF HIRER	
Name:	
Organisation (if any):	
Address:	
Tel. No.	
Name of person responsible on the day:	

Total cost agreed for the Hiring:		Deposit paid:	
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I have received, read and agree to the full TERMS AND CONDITIONS (separate document) of the Hiring.

Signed by: Name: Date:

(Some IMPORTANT notes relating to the hiring are shown on the reverse)

The following are some IMPORTANT notes which should also be observed:-

Fire Evacuation Procedures

As a Hirer of Azelia Hall you should be aware of the Fire Evacuation Procedures which are outlined below. This information is essential to safe guard yourself and everyone present at your function.

- At the beginning of your function there should be an announcement to make everyone aware of the fire exits, exit routes and assembly point which is the CAR PARK at the rear of the hall.
- You should be aware of where the fire extinguishers are located.
- Make sure that all exits and escape routes are clear of obstructions at all times during your function.
- In the case of a FIRE or other EMERGENCY it is your responsibility to please instruct everyone to evacuate the hall without causing panic — STAY CALM.

KNOWLEDGE OF FIRE EVACUATION PROCEDURES COULD SAVE YOUR LIFE AND OTHERS

Layout of Hall

In order for our staff to prepare the Hall for your use, you will be required to confirm your seating and table plans not less than 14 days prior to your function.

Smoking

You should not allow anyone to smoke in the hall or the grounds of the hall.

Start and Finishing Times

Please be aware that hall will be opened and closed according to the times stated on the booking form. You must ensure that you book adequate time including preparation time (e.g. for caterers, DJ's to set up) for your function. We will not permit hirers or their guests/organisers access outside of the requested times.

You are reminded to allow sufficient time at the end of the function for you, your guests and any DJ or band to leave the hall and the hall to be cleared.

You need to clear the hall of all foods, gifts, presents and personal belongings and you should allow up to 30 minutes at the end of the function to arrange for this to happen.

If it is likely that you will not be present at the end of the function i.e. in the case of the bride and groom leaving early, you must nominate an individual to clear the hall in your absence.

Capacities (the numbers given are the maximum permitted according to fire and safety regulations)

Main hall	325
Small rear hall	20

Catering and Use of the Kitchen Area

Where the hirer intends to appoint professional caterers to provide food services, the hirer must arrange to provide proof of the caterer's public liability insurance to cover the caterer, his staff and the hirer's guests against such eventualities as damage to property, injury to persons and claims from third parties becoming ill following food consumption.

Refundable Damage Deposit

A refundable deposit is required on all social functions as a guarantee against:-

- damage
- additional work caused by the hall being left in an unacceptable condition
- if the hirer does not vacate the hall by the agreed time
- failure to comply with the conditions of hire

EXAMPLE