

DRAYTON HALL & Recreation Ground TRUST - Booking Form

1 Details Of Requirements:-

- a) Booking DATE :- _____
- b) Time Required Open at: _____ Close at: _____
- c) Proposed use of Hall:- _____

- d) Part(s) of the Village Hall Required (please circle):-
- i) WHOLE Building ii) Large Hall & kitchen
- iii) Small Hall & kitchen iv) Lounge area
- e) Approximate number attending the event:- _____

2 Details of Hirer :-

Name _____

Organisation? _____

Address _____

Phone(s) _____

Email _____

3 Other information :- (circle as required)

f) Food (if consumed on premises) HOT COLD n/a

g) Do you need Crockery/Cutlery/Glasses? YES / NO

h) Do you need Catering Information? YES / NO

i) Is Stage required? YES / NO
(NB Stage is out-of-bounds if it has not been requested for supervised use)

j) Public Address System to be used? YES / NO

k) Is BAR Required? YES / NO

(NB Bar facility provided by a 3rd party, by arrangement; please see notes re Licensing requirements/corkage if applicable)

PLEASE NOTE the following Conditions of Use :-

- Hirers must read and fully note the fire regulations and advice (please see overleaf).
- Due to Licensing requirements, only intoxicating liquors bought through, supplied by, or agreed with the Licensee and Management Committee can be consumed on the premises (a corkage fee *may* apply).
- The Hirer will be responsible for the care and usage of the building; any item missing or broken will be charged for (for major events, a damage deposit is required).
- The Hall must be left in a clean & tidy condition, with tables and chairs replaced as they were on arrival. Floors must be swept before leaving the premises, and any spills (on any surfaces) wiped clean. Please note that furniture must not be dragged across the floor.
- No sticky tape, drawing pins, nails, etc, should be used on any surface; hooks are provided on brick pillars to hang/suspend decorations, otherwise only 'blu-tack' can be used.
- When Leaving :- i) All electrical items must be switched off (EXCEPT certain appliances labelled to stay on); ii) After checking all heating and lighting is switched off, please ensure ALL doors are secure.

Declaration:- I have read the Fire Regulations, Conditions of Hire, and Scale of Charges (NB a booking deposit is usually required, amount varies depending on event, and for some events - as above - also a damage deposit);

I AGREE to comply with the Hall's terms and conditions.

Signature of Hirer :- _____ Date :- _____

Please return this form to:- A. Holmes, 53 Whitehorns Way, Drayton, Abingdon Oxon OX14 4LH
(along with any agreed initial deposit, if not already sent - NB Cheques payable to : DRAYTON HALL)

For Hall usage:- Price Quoted? _____ Any deposit? _____ (Dt _____) Balance : _____
Damage deposit (if applicable) : _____ & Repaid _____