



APPLICATION and BOOKING FORM

Business hire

All relevant sections of the form should be completed in block CAPITALS, ensuring you clearly define your requirements. Telephone provisional booking must be confirmed within one week. Return completed form to the Reception at the address below. If an acknowledgement is required please enclose a stamped addressed envelope.

Section 1 - HIRER DETAILS *(for correspondence and Invoice)*

Business Name			
Contact Name	Mr/Mrs/Ms/Miss		
Address			
Post Code		Registered Charity No:	
Tele No.		e.mail address	

Section 2 - BOOKING REQUIREMENTS

Meeting Name							
Frequency	Single Date		Multiple Dates				
Requirement <i>Circle or tick</i>	Main Hall	Cullimore Room		Jefferies Room		Park Room	
Day	Mon	Tue	Wed	Thur	Fri	Sat	Sun
Time	Start time:			Finish time:			
Other Facilities	Provision of Tea & Coffee		Number of people		Times required		
Any other information							

Section 3 - UNDERTAKING *(to be signed by all Hirers)*

I have read the Terms & Conditions of Hire. I agree to be bound by them and accept responsibility in accordance with all the requirements of the terms and conditions. I accept full responsibility for any damage to the premises and its contents during the period of hire. **I undertake to vacate the premises and remove any equipment or decoration within the hire period.**

Signed: _____

Date: _____

Section 4 - ACKNOWLEDGEMENT *(For Official Village Hall Use Only)*

Booking Ref:	Room(s) Booked:	Booking Date:
Charge: £	Signed: _____	Date: _____

Emersons Green Village Hall

Registered Charity No. 1113033

The Village Hall, Emerson Way, Emerson's Green, South Gloucestershire, BS16 7AP

Tel: 01454 862182

Fax: 01454 862183

e-mail:reception@egvh.org.uk



Booking Cancellation Policy

1 General

- a) This Booking Cancellation Policy forms part of the overall Hire Terms and Conditions.
- b) Once a duly signed booking form has been received it is deemed that the hirer accepts the terms and conditions associated with cancellation of booking.

3 Regular Bookings

- a) For Regular weekly & monthly hire the following conditions apply:
 - i) Total cancellation of regular weekly hire, 4 weeks notice is required
 - ii) Total cancellation of regular monthly hire, 2 months notice is required
 - iii) Temporary cancellation (BH, AL etc) of a regular booking, 4 weeks notice is required
- b) Fees,
 - i) cancellation within 2 weeks will be charged at full rate
 - ii) cancellation within 2-4 weeks will be charged at 50% of rate
 - iii) cancellation 4 weeks before booking, nil charge (administration charge of 10% or £15.00 , which ever is the lower, may be applicable)

4 Single Bookings

4 weeks notice is required of cancellation.

- i) cancellation within 2 weeks will be charged at full rate
- ii) cancellation within 2-4 weeks will be charged at 50% of rate
- iii) cancellation 4 weeks before booking, nil charge

please note an administration charge of 10% of the booking fee or £15.00 , which ever is the lower, will be applied where payment has been received and refunds are required.

Force Majeure

- a) The Village Hall management reserve the right to cancel any booking where unforeseen circumstance prevail or due to legal or statutory requisition of Village Hall facilities. Every effort will be made to room relocate booked meeting and if appropriate a hire charge discount may be applied at Administrators discretion.



CAR PARKING

Introduction

The Village Hall is located adjacent to Emerson's Green Library, situated in Emerson Way, rear of Sainsbury's supermarket.

The car park is located on the east side of the building

Village Hall Car Parking

The Village Hall car park has limited space with only 16 normal car parking bays and 4 disabled bays. With four meeting rooms being occupied at various times, the car park is usually congested. We are unable to reserve car parking spaces, and would therefore recommend that should you find the car park full, alternative parking should be planned.

Alternative Car Parking

Though car parking is permitted on adjacent highways, this causes traffic flow obstruction problems which can result in un-welcomed action. It is strongly recommended that the adjacent large retail car park is considered. This affords public free car parking and is located approximately 100 meters from Village Hall.

Special Arrangements

Though we are unable to reserve car parking spaces under normal circumstances, we are more than happy to consider one-off requests. These would be limited to very special and exceptional circumstances. Should this need arise please contact and discuss requirements with reception.



FIRE & DOMESTICS ARRANGEMENTS

FIRE

- 1 The Fire Alarm is a two tone high pitch sounder. Upon hearing the alarm ALL persons must immediately evacuate the Village Hall.
- 2 From first floor Meeting Rooms the emergency exit route is via main access staircase. Emergency exit doors are clearly marked.
- 3 The lift MUST NOT be used
- 4 From first floor Meeting Rooms persons who are registered disabled or who are physically disadvantaged such that travelling down stairs is not possible, are to assemble at the designated disabled refuge area top of stairs.
- 5 At ground floor there are FOUR emergency exit routes;
 - (i) ground floor stairwell external door
 - (ii) main entrance door
 - (iii) through Park Room
(ground floor corridor turn right)
 - (iv) through Main Hall and via 3 marked emergency exits
- 6 Fire Assembly Point - Far perimeter fence of Village Hall car park.

DOMESTIC

- 1 **General**
 - a) Doors to meeting rooms must be closed at all times. These are fire doors and leaving them open infringes fire regulations.
 - b) Hirers are requested to refrain from congregating in ground floor and first floor corridors. This will not only restrict access and egress from the other meeting rooms but due to poor acoustics the noise level affects other Village Hall users.
 - c) It would be gratefully appreciated if the "Quiet Meeting in Progress" principle could be adopted at all times.
 - d) Where available, hirers are welcome to use the portable pedestal oscillating fan.
- 2 **Toilets**
 - a) Main male and female toilets are located entrance hallway ground floor.
 - b) Disable toilets are located on first floor and entrance hallway ground floor, adjacent to reception desk.
 - c) Baby changing facilities are located in the Disable toilet ground floor adjacent to reception desk.
- 3 **Kitchenette & Servery**
 - a) First floor - Hirers are requested not to dominate all the kitchen worktop areas or congregate within this small area.
 - b) Hirers are requested not to enter cupboards that are marked Private.
 - c) Additional crockery etc is available by contacting reception.

FIRE ALARMS TESTED

Monday 9.0am