



Mariners' Hall Beer Booking Form

Please return completed to Mariners' Hall Booking Secretary.

Name of Hirer: (to be invoiced)

Organisation:

Tel. No:

Contact Email Address: (where invoice will be sent)

Nominated Person Responsible

Contact number

(Must be in attendance during the whole period the premises are open and agrees to take responsibility for this event according to the Terms & Conditions Detailed overleaf.)

Date of Event:

Time: (from) (to)

Sessions; 0800 – 1300, 1300 – 1800, 1800 – 2300.

Required Spaces:- Main Hall () Balcony Room () Kitchen () Foyer () Outside front ()

Kitchen Use:- not-for-sale refreshments () Light Refreshments () Cooked Meals ()

Facilities Required:- Stage Lighting () PA System () Projector and Screen ()

Dressing room required:- Y/N

BAR Required Y/N

What Times:

Brief Description of Event:

Estimated number of guests within event:

Signed:

TOTAL TO BE INVOICED £

(to be completed by Mariners Hall)

General Terms & Conditions of Hire

The hirer and nominated person are responsible for compliance with the terms of the Mariners' Hall and will ensure that;

Fire exits are kept clear and consideration to be given to evacuation of the premises in emergency

The sound levels of music and entertainment are not intrusive or causing statutory nuisance to nearby residents or passers-by

There is no drinking outside the premises

Music/entertainment ceases at midnight

Sale of alcohol ceases at **23.30 at the latest**

Guests leave the premises QUIETLY and the Hall to close by 12:30 am.

Only alcohol purchased from the premises may be consumed in the building unless agreed otherwise with the bar management

When using the HALL, please:

Regulate temperature by the white Heating ON/OFF Switch (Situating by the kitchen door, no adjustment of thermostats necessary)

Return all tables and chairs to the racks provided.

Open all curtains if they have been drawn.

Ensure all lights and the heating if used, are turned off at the end of the hire period.

Ensure all exit doors are secure, lock up, and return the key to place of collection. Out of hours return will be explained.

Leave the hall clean and tidy (large broom in the cupboard by the front door)

Do not put Blu-Tack on the walls or otherwise damage the fabric of the building.

When using the KITCHEN, please:

Wash, dry and return to cupboards all crockery and cutlery used

Supply own tea towels

You will find instructions for using the water boiler and dishwasher on the machines: please drain the water boiler after use, and please drain and clean dishwasher thoroughly after use.

Thank you for your cooperation in helping to ensure the continued enjoyment of the Hall for all users.

Mariners' Hall Booking Secretary: booking@marinershall.org.uk