

Burstow Parish Council

Centenary Hall Booking Form

Name	
Address	
Telephone/Mobile	
Email	

Function/Purpose of Booking

Date of Booking	Hall	Start Time	Finish Time

Full Cost	Deposit	Balance & Due Date	Invoice Number
Paid £	Paid £	Paid £	
Damage Deposit (please provide separate cheque)		£	
Booking Taken By			
I accept the Hire Conditions as presented: Signed by Hirer			

Please make cheques payable to Burstow Parish Council

Thank you for hiring the Centenary Hall. To assist you further please note the following.

You will find brooms, etc in the main kitchen

The reset switch for the alarm in the disabled toilet is in the disabled toilet.

Please can you check the following are done before you leave

- Tables and chairs put away
- Hall floor swept and mopped (if needed)
- All crockery, cutlery and utensils washed, dried and put away correctly, if used
- You must provide your own tea towels and bin bags
- Kitchen floor brushed and mopped
- Fridge in main kitchen emptied, door left open and plug taken out
- Toilets checked and cleaned
- Foyer brushed
- Check all emergency doors to outside are shut securely
- All windows closed
- All lights switched off
- All rubbish either put in the bin outside or taken home with you