

Burstow Parish Council -Centenary Hall, Wheelers Lane, Smallfield

Contact 01342 841880/clerk@burstowparishcouncil.gov.uk

Hall Hire Booking

Name	
Address	
Telephone	
Email	
Function/Booking	

Date of Booking	Room	Start Time	Finish Time

Total cost	Deposit	Balance	Due Date
Paid £	Paid £	£	
Damage Deposit		£	
Booking Taken By			
I accept Hire Conditions as Presented; Signed by Hirer			

You must telephone the Parish Council Office at the beginning of the week your booking takes place to arrange collection of keys. If you do not collect, then your booking may be forfeit.

You will find brooms, etc in the storeroom and/or kitchen

The reset switch for the alarm in the disabled toilet is inside the room

Please can you ensure the following are done before you leave

- Tables and chairs correctly put away
- Hall floor swept (and mopped if required)
- Crocker, cutlery and utensils washed, dried and put away
 - We do not provide tea towels
- Kitchen floor swept and mopped if required
- Toilets checked and cleaned if required
- Check emergency doors are shut securely
 - Windows closed and lights off
- The garden to the rear of the Hall is out of bounds at all times.
- Rubish deposited in the large bin outside. If there is no room, then you must take your rubbish home