

THE AZELIA HALL

258 Croydon Road, Beckenham, Kent, BR3 4DA
 Tel: 020 8650 1646 or 07905 376967
 (Charity No. 214872)

Booking Reference
Application Date

HALL - BOOKING APPLICATION FORM

Function DAY and DATE			
Full Description of Function			
No. of people expected to attend			
Function Time	Start: <input type="text"/>	Finish: <input type="text"/>	
Total Hall hire time (Including set up and clearing away)	From: <input type="text"/>	To: <input type="text"/>	Total Chargeable Hours

FACILITIES REQUIRED and COST

	Required?	No. of Hours	Cost per Hour	Total Cost
MAIN HALL	Yes / No		£ : :	£ : :
REAR HALL (Roger Spears Suite)	Yes / No		£ : :	£ : :
SMALL MEETING ROOM	Yes / No		£ : :	£ : :
Use of KITCHEN	Yes / No		£ : :	£ : :
Use of BAR AREA	Yes / No		£ : :	£ : :
DISCO being provided	Yes / No			£ : :
TOTAL:				£ : :
Deposit Paid:				£ : :
BALANCE DUE: (Two months before event date)				£ : :
Plus Security Deposit:				£ : :
TOTAL AMOUNT DUE:				£ : :
If professional caterers are using the kitchen, please provide their name and contact details				
Please supply us with a copy of their Public Liability Insurance Certificate				Certificate seen: <input type="text"/>
If you plan to have a Disco or Live Band, you may require PPL and/or PRS Licences. Please see the Guidance Notes and Terms & Conditions, Section 2e.				

DETAILS OF HIRER

Name:			
Organisation (if any):			
Address:			
Telephone number:			
Email address:			
Name of the person who will be responsible on the day of the event:			Refundable Deposit paid

I have received, read, and agree to the full TERMS AND CONDITIONS of the Hiring (separate document)

Signed by	Name	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

(Some IMPORTANT NOTES relating to the hiring are shown on the reverse)

The following are some IMPORTANT notes which should also be observed:-

Fire Evacuation Procedures

As a Hirer of Azelia Hall you should be aware of the Fire Evacuation Procedures which are outlined below. This information is essential to safe guard yourself and everyone present at your function.

- At the beginning of your function there should be an announcement to make everyone aware of the fire exits, exit routes and assembly point which is the CAR PARK at the rear of the hall.
- You should be aware of where the fire extinguishers are located.
- Make sure that all exits and escape routes are clear of obstructions at all times during your function.
- In the case of a FIRE or other EMERGENCY it is your responsibility to please instruct everyone to evacuate the hall without causing panic — STAY CALM.

KNOWLEDGE OF FIRE EVACUATION PROCEDURES COULD SAVE YOUR LIFE AND OTHERS

Layout of Hall

In order for our staff to prepare the Hall for your use, you will be required to confirm your seating and table plans not less than 14 days prior to your function.

Smoking

You should not allow anyone to smoke in the hall or the grounds of the hall.

Start and Finishing Times

Please be aware that hall will be opened and closed according to the times stated on the booking form. You must ensure that you book adequate time including preparation time (e.g. for caterers, DJ's to set up) for your function.

We will not permit hirers or their guests/organisers access outside of the requested times.

You are reminded to allow sufficient time at the end of the function for you, your guests and any DJ or band to leave the hall and the hall to be cleared.

You need to clear the hall of all foods, gifts, presents and personal belongings and you should allow up to 30 minutes at the end of the function to arrange for this to happen.

All tables and chairs must be cleaned and put back to their original position.

If it is likely that you will not be present at the end of the function i.e. in the case of the bride and groom leaving early, you must nominate an individual to clear the hall in your absence.

Capacities

These numbers are the maximum permitted according to fire and safety regulations.

Main hall	150
Small rear hall	25

Catering and Use of the Kitchen Area

Where the hirer intends to appoint professional caterers to provide food services, the hirer must arrange to provide proof of the caterer's public liability insurance to cover the caterer, his staff and the hirer's guests against such eventualities as damage to property, injury to persons and claims from third parties becoming ill following food consumption.

Refundable Damage Deposit

A refundable deposit is required on all social functions as a guarantee against:-

- damage
- additional work caused by the hall being left in an unacceptable condition
- if the hirer does not vacate the hall by the agreed time
- failure to comply with the conditions of hire
- an excessive amount of refuse being left behind