

ALLERTON OLD SCHOOLROOM - BOOKING FORM

Please email to allertonosrbookings@gmail.com.

CONDITIONS OF HIRE:

The Hirer must be at least 18 years old. It is the Hirer's responsibility to:

- Comply with the legal and Local Authority regulations that apply to the type of event you are holding – particularly copyright licensing, showing of films, gaming, sale of alcohol, loud music and food hygiene.
- Ensure that all those attending are aware of the fire safety provisions for the OSR.
- Ensure that any equipment brought into the OSR is in good working order and used safely.
- Keep noise to a reasonable level, in consideration of local residents.
- Leave the OSR in a clean and tidy condition, with tables and chairs neatly stacked. Wash, dry and put away all kitchen items, crockery, cutlery and glass. Report any breakages.
- On leaving, ensure that all electrical equipment including the wall heaters and water heater are off, close all windows and lock the front door, putting the key in the combination lock

NAME

ADDRESS

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TEL NO EMAIL

DATE OF HIRE TIME Morning / Afternoon / Evening / All Day

TYPE OF EVENT

EXPECTED NUMBER ATTENDING

HIRE CHARGES

FACILITY REQUIRED	HIRE CHARGE	You can pay on-line to Allerton Old Schoolroom, SORT 60-05-12, a/c 17091276, or by cheque, payable to Allerton Old Schoolroom.
OSR Hall		
Crockery, cutlery, glass		
Table Games		
TOTAL		

I have read and understood the conditions of hire:

SIGNED

DATE