



Village Hall

Hampstead Norreys Amenities Trust, Charity Number: 288207

BOOKING FORM AND HIRING AGREEMENT

1. Parties:

1.1 Hampstead Norreys Village Hall, Newbury Hill, Hampstead Norreys, Thatcham, RG18 0TR, acting through its management committee

1.2 Hirer:

Your Name:

Name of your Organisation or Group, if applicable:

Contact Address:

Mobile and/or landline telephone numbers:

Contact email address:

2. Period of Hire:

What is/are the date(s) you want to hire the facilities?

And the times:

From:

To:

3. Premises and Dean Meadow:

Please tick which parts of the village hall AND additional equipment you want to use/hire:

Main Hall.....

☐

The Stage.....

☐

Memorial Room.....

☐

Chairs and Tables.....

☐

Home Changing Room.....

☐

One Table Tennis Table.....

☐

Away Changing Room.....

☐

Two Table Tennis Tables.....

☐

Changing Room Toilets only...

☐

Indoor Bowling.....

☐

Moveable Goals.....

☐

Please tell us which areas of Dean Meadow you want to use:

4. Hire Fee:

Total Hire Charge

(payable before date of hire)

We may require a £300 security deposit for some events but we will inform you if this is the case

Village Hall Management Committee:

Download this PDF Form and save it to your computer, then click and type in the boxes and save it again to your computer. When you have finished, email it to hampsteadnorreysvh@gmail.com

May 2025 Booking Form And Fire Instructions Version 8



Village Hall

Hampstead Norreys Amenities Trust, Charity Number: 288207

Method of payment:

Bank Transfer ☐

Cheque ☐

Cash ☐

NEW BANK AND PAYMENT DETAILS

sort code **60-83-01** account number **20470856**

pay **Hampstead Norreys Amenities Trust**

deliver to Waterside, Water St, Hampstead Norreys,
Berkshire RG18 0SB

5. Purposes/Description of Hiring:

What is the event or activity you are organising?

Please tick all that apply to your event:

Is it a commercial event?

YES / NO

yes / no

Is this a public event?

yes / no

Is food provided (other than biscuits or cakes)?

yes / no

(The provision of hot food/drink after 11 pm is not permitted)

Are you selling alcohol (9am – 11pm)?

yes / no

(If alcohol is offered for sale you need to complete and submit a Temporary Event Notice but
if alcohol is free for your attendees then you do not need a Temporary Event Notice)

Will you be providing entertainment like making music, dancing or similar

YES / NO

yes / no

The following regulated entertainment and licensable activities are permitted
between 9am and 11pm.

Please confirm which activities will take place at your event: :

The performance of plays

YES / NO

yes / no

The exhibition of films

yes / no

The performance of live music

yes / no

The playing of recorded music

yes / no

The performance of dance

yes / no

Indoor sporting events

yes / no

(Boxing or wrestling entertainment is not permitted)

Does the event involve children or vulnerable adults?

yes / no

Village Hall Management Committee:

Download this PDF Form and save it to your computer, then click and type in the boxes and
save it again to your computer. When you have finished, email it to hampsteadnorreysvh@gmail.com

May 2025 Booking Form And Fire Instructions Version 8



Village Hall

Hampstead Norreys Amenities Trust, Charity Number: 288207

**When signed by you and by us, this Booking Form is the Hiring Agreement.
Signed by the Hirer duly authorised on behalf of the Hiring Organisation.**

I confirm that I have read and accept the Standard Conditions of Hire for Hampstead Norreys Village Hall, including the supply and retention of personal data.

I have read "What to do if there is a fire" (attached) and I understand and accept my responsibilities as the hirer.

I understand I need to clean and tidy the Village Hall after I have used it, remove all rubbish and recycling materials and firmly close and lock all doors.

Name Signature * Date

Signed on behalf of the Village Hall's Management Committee

Name Signature * Date

Tel 07493 393 443

Email hampsteadnorreysvh@gmail.com

Key collection from Waterside, Water Street, Hampstead Norreys, Berkshire RG18 0SB

*Typed signature is acceptable if you are completing this form onscreen.

Exit Checklist

Before you leave the Village Hall please

- Put the wheeled tables away in the cupboard.....
- Put the chairs in the Main Hall on the stage.....
- Move the tables in the Memorial Room to the sides.....
- Stack the chairs in the Memorial Room.....
- Sweep the floors clean
- Mop any dirt and spillages on the floor.....
- Wipe all surfaces clean.....
- Check the toilets are clean and tidy and the floors are clear.....
- Check the hot water and cooker/hob/warmer are all switched off.....
- Lock the electrical cupboard if you have opened it and return the key to the adjacent key safe...
- Remove all rubbish and recycling and take it away with you.....
- Open the curtains.....
- Close and lock all windows.....
- Pull all external doors firmly shut and turn the lock so every door is locked.....
- Turn off the lights in the Main Hall, in the Memorial Room, in the corridors and on the stairs.....
- Turn off the light switch in the Disabled Toilet.....
- Lock the main door behind you and return the key.....

Village Hall Management Committee:

Download this PDF Form and save it to your computer, then click and type in the boxes and save it again to your computer. When you have finished, email it to hampsteadnorreysvh@gmail.com



Village Hall

Hampstead Norreys Amenities Trust, Charity Number: 288207

What to do if there is a fire

The hirer shall take on the role of Fire Marshal and coordinate the evacuation and follow the sequence of instructions set out below:

Break the glass on any Fire Alarm Call Point to sound the alarm

This sounds the alarm bell in the Village Hall but does not alert the emergency services

Evacuate the building through any and all fire exits

Exit cautiously, there are steps and trip hazards as you exit most doors

Assist young, old, disabled and hearing and vision impaired guests

Assist people down the stairs from the Memorial Room and down the spiral staircase from the balcony

Ensure the building is empty as you leave

Shout to see if anyone is still in the loos, corridors, storage cupboards and changing rooms

Call the Emergency Services on 999

Dial 999 and ask for the Fire Brigade and the Ambulance Service if there are any injured

Assemble at one of the Fire Assembly Points on Dean Meadow

The Fire Assembly Points are marked on Dean Meadow. Stand away from the building

Take a register of those who evacuated

This makes sure everyone is accounted for and lets the emergency services know if anybody needs rescuing

Do Not Re-enter the building

If it is a small fire, use one of the water or CO₂ extinguishers

Village Hall Management Committee:

Download this PDF Form and save it to your computer, then click and type in the boxes and save it again to your computer. When you have finished, email it to hampsteadnorreysvh@gmail.com

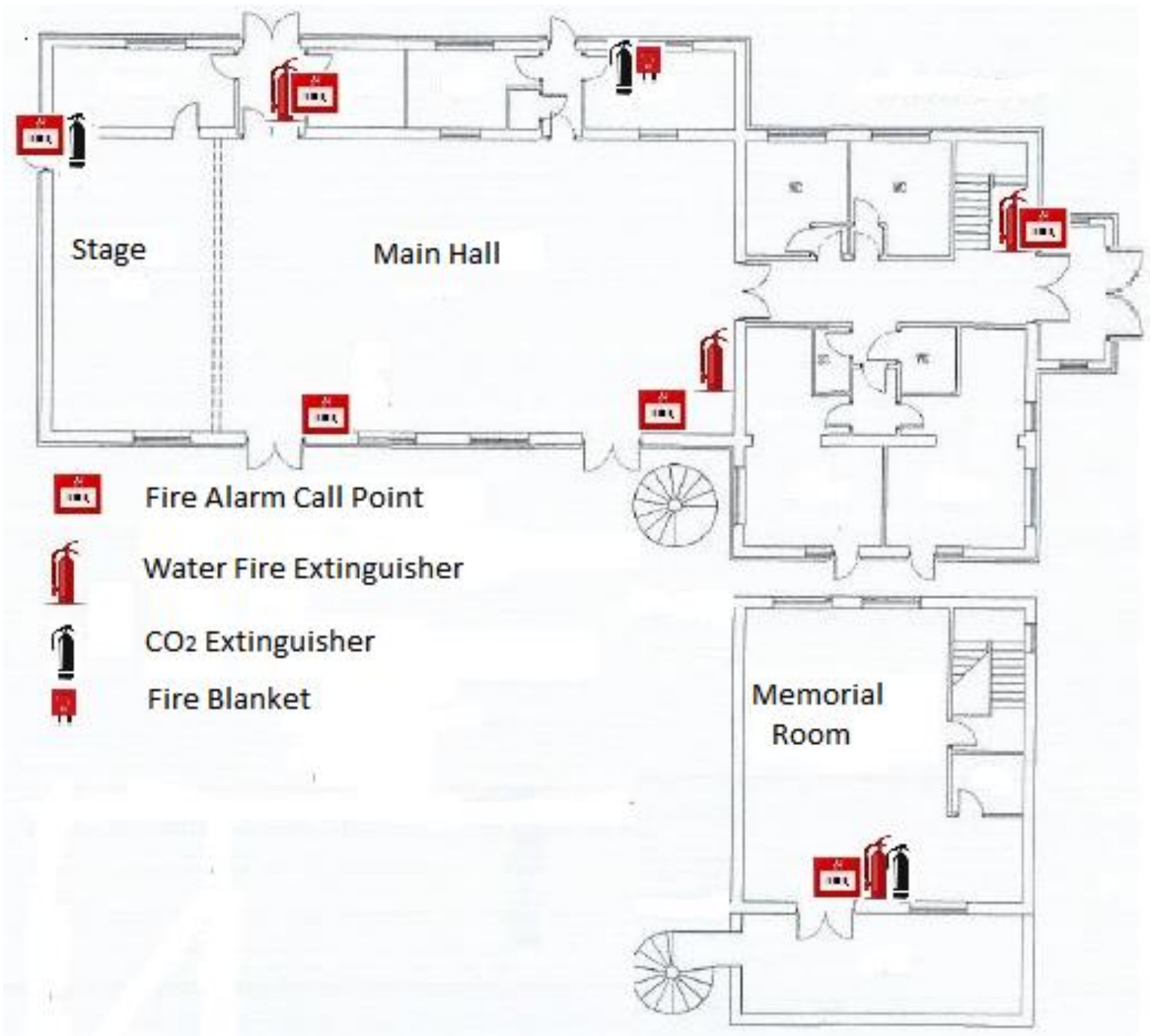
May 2025 Booking Form And Fire Instructions Version 8

Location of:

Fire Alarm Call Points

Fire Extinguishers (Water and CO₂)

Fire Blanket



Village Hall Management Committee:

Download this PDF Form and save it to your computer, then click and type in the boxes and save it again to your computer. When you have finished, email it to hampsteadnorreysvh@gmail.com

May 2025 Booking Form And Fire Instructions Version 8