



Signed (hirer) .....

Please sign and return completed form to Sara Sunderland, 14 Kebbles, Glemsford, Sudbury, Suffolk. CO10 7UE

The first aid box is located in the kitchen area and is well stocked. If you have to use any supplies, please inform me so that I can arrange for replacements.

Would all hirers please ensure that a mobile telephone is available for use during the period of hire, in case of emergency. This must be in full working order and be switched on for the duration of the hire.

The Village Hall is NOT licensed for alcohol, so if an outside bar is used, a license will need to be sought. It is acceptable however, to bring your own alcohol.

Please note that for bookings up to 100 people, two responsible adults should be nominated and should be aware of the fire exits in the Hall. There are two located in the main hall and one at the rear of the property. Instructions for procedures to be taken in the event of a fire are located on the wall to the left of the front door. For each additional 50 people, another responsible adult should be appointed. These adults must be readily identifiable to the public. For events with over 150 people, a qualified first aider must be nominated.

The committee room is to be kept locked unless you are using it for a bar. You must inform the Clerk of this prior to booking so it can be cleared for your use. There is a key for the committee room on your key ring so that you can gain access to the heating controls but please ensure it is kept locked at all times if it is not being used with prior approval.

Would you please note that in the event of any accident, however trivial, it must be recorded in the Accident book, which is located in the first aid box in the kitchen area.

**PLEASE ENSURE THAT THE GATE AT THE ENTRANCE TO TOWER MEADOW IS LOCKED WHEN YOU LEAVE THE PREMISES, IF THE LIBRARY IS NOT OPEN. THERE IS A KEY ON THE KEY RING FOR THIS PURPOSE. THANK YOU.**

**KEYS CAN BE COLLECTED THE DAY PRIOR TO YOUR BOOKING FROM THE CLERK. PLEASE TELEPHONE AT LEAST A WEEK IN ADVANCE TO CONFIRM THIS.**