

Roos Institute

(also known as) Roos Memorial Institute

Charity Number: 233594



Booking Secretary
Lelley Grange
Whites Close Lane
Lelley
Hull
HU12 8ST

01964 670259/ 07946601337
maryjanebarker@hotmail.co.uk

Please complete this form and return it to Mary Jane Barker at the address above.

Name of hiring Organisation:

Is the booking: *one off / regular If regular weekly / fortnightly / monthly* * *(Delete as appropriate)

Date(s) and time(s) of booking(s) required:

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Organisation contact person:

Name

Address

Phone number: Daytime.....Evening.....

Mobile: Email:

Has the organisation got their own Insurance? *Yes / No / N/A for our Organisation*

If Yes, name of insurer..... Amount of liability covered £.....

Please note Roos Memorial Institute holds Insurance for the Building, "its contents" and Public Liability. Anything that organisations leave in the building is at your own risk and would not be insured by our Insurance. Our policies are available to view if required

I make this application for the use of the premises as set out above and agree to abide by the Regulations and Conditions of Hire, a copy of which I have received and read.

On behalf of my organisation I am the responsible person for the property, personnel using the property and all activities during the period of the booking.

Signed: Date:.....

Regulations and Conditions of Hire

Cost per session

Regular Users: (Roos Parish) £15.00 a session (up to 4Hours) Day Rate:£30.00 (up to 8Hours)
Non Regular Users (Roos Parish) : £20.00 (up to 4Hours) Day Rate:£50.00 (up to 8 Hours)
Outside of the Parish: £30.00 (up to 3 hours) Day Rate: £80.00 (up to 8 Hours)

Please inform the Booking Secretary if there are any changes to these details.

The hall will be opened for you and the heating switched on (if appropriate). You are responsible for switching off the heating, all lights and electrical appliances, and securing the latch on the door at the end of your booking. Also ensuring the gate is securely locked at the end of your booking.

You are asked to vacate the hall within fifteen minutes of the end of your booking period.

Safety

Please be aware of all necessary Health and Safety and Safeguarding issues connected with your activity.

The Memorial Hall and grounds are a 'No Smoking' area.

Whilst using the building the front and back doors must always be unlocked in case of a fire.

In the event of a fire, the hall should be evacuated in an orderly manner using the appropriate exits and the Fire Brigade should be called, dialling 999. The assembly point is opposite the Institute

There is no telephone in the hall; the nearest public phone box is on the main road through the village, if shops and public houses are closed. Please note there is a very poor reception for mobile telephones in the hall. The exact location of the nearest telephone, fire exits, fire extinguishers must be noted before the hall is occupied, and the details made known to your users.

A First Aid Box is kept in the Kitchen. If you use any items, please inform the booking secretary. An accident book is also kept here: please record any accidents that take place.

Cleanliness and Tidiness

All areas of the hall should be clean on your arrival; and we ask that you leave everything as tidy as you find it. In particular, please wipe down all table tops and benches in the kitchen after use and sweep the floor.

- * Please remove all your rubbish and take it away with you.
- * Please leave any soiled tablecloths and tea towels on a kitchen bench, ready for laundering.
- * Please do not use drawing pins, Sellotape or blue tack on the walls.

Equipment

If you wish to provide any additional furniture/equipment/play items for the duration of your booking, this must be approved by the Committee before your booking will be agreed. Please submit the request, with full details on a separate sheet of paper with your booking application. Please note that items **cannot** be stored in the hall outside of the agreed booking dates and times.

Faults, Damages and Comments

Please report to the Booking Secretary any faults or damage as soon as possible, so that these can be rectified quickly. All breakages and damages to the hall and its contents must be paid for in full.