

ALRESFORD RECREATION CENTRE BOOKING FORM

Lead Name			
Name of Club/Event			
Date(s) Required		Time	
Purpose of Booking			
Billing Address			
Billing Name (if different to Booking name)			
Post Code			
Phone - Home		Mobile	
Email			
No of persons		Under 18	
Please Tick:			
New Alresford Resident	Y/N		
New Alresford Business	Y/N		
Charity	Y/N		
Agree T&Cs	Y/N	Date	
Name of person making booking			
Signature:			

Terms and Conditions

1. The time span of the booking must include set up and clear up times.
2. An invoice will be sent to the email address provided following the event.
3. Bookings missed without 3 clear days prior notice will be charged at full rate.
4. Users to familiarise themselves with fire safety notices, exits and fire equipment. In case of Fire the lift will not be operational, the lead person is responsible for the safety of any

persons attending who are mobility challenged and ensure they are able to egress the building.

5. Persons can consume alcohol, purchased on premises.
6. Please ensure that New Alresford Town Council facilities are left clean and tidy. Windows and doors to be left securely closed and lights switched off.
7. Any faults identified are to be reported to adminofficer@newalresford-tc.gov.uk

Fire and Emergency Evacuation

IF YOU DISCOVER A FIRE:



Operate the nearest fire alarm call point.

IF IT IS SAFE TO DO SO AND IF YOU HAVE AUTHORISATION AND APPROPRIATE TRAINING, attack the fire with the firefighting equipment provided.

Always ensure there is a safe exit route before attempting to extinguish any fire.

Leave the building immediately if you cannot control the fire or your escape route is threatened.

ON HEARING THE ALARM:

The fire alarm sound is **CONTINUOUS UNTIL SILENCED.**



Immediately vacate the premises by the nearest available exit

Close all windows and doors behind you



Go to assembly point AT THE TENNIS COURT

Responsible Person call 999 and ask for the Fire Service

Responsible Persons of Town Council and The Arlebury Cafe to co-ordinate to confirm that all personnel are accounted for.



DO NOT RE-ENTER THE BUILDING TO COLLECT PERSONAL BELONGINGS.

DO NOT RE-ENTER THE BUILDING UNTIL TOLD TO DO SO BY THE SENIOR PERSON PRESENT

DO NOT USE LIFTS IN THE EVENT OF FIRE

VISITORS

All visitors should be escorted to the assembly point by their host. It is important that they do not leave the area before notifying the senior person present.

HIRERS OF MEETING ROOM

Ensure that all personnel assemble at assembly point to confirm that all attendees are accounted for.

Once emergency services are in attendance and have taken control, contact townclerk@newalresford-tc.gov.uk to inform the Town Council.

LIAISING WITH EMERGENCY SERVICES

The senior person present will meet and liaise with the emergency services and any other interested parties, giving them pertinent information related to the emergency situation, such as location and details of emergency, location and presence of hazardous and flammable materials, head count statistics, etc.