

### Alresford Recreation Centre Booking Form

<b>Lead Name</b>			
<b>Name of Club/Event</b>			
<b>Date(s) Required</b>		<b>Time</b>	
<b>(Add more lines as required)</b>			
<b>Purpose of Booking</b>			
<b>Room Required</b>			
<b>Billing Name (if different to booking name)</b>			
<b>Billing Address</b>			
<b>Post code</b>			
<b>Phone - Home</b>		<b>Mobile</b>	
<b>Email</b>			
<b>No of persons</b>		<b>Under 18</b>	
<b>Commercial/Business</b>		<b>Business Name</b>	
<b>Agree T&amp;Cs</b>	Y/N	<b>Date</b>	
<b>Name of person making booking</b>			
<b>Signature:</b>			

#### 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 24 hours notice will be charged at full rate.
4. In case of Fire 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. Under 18-year olds – An adult’s email address and mobile phone number must be provided.
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. All radiator thermostats to be left on “1” when leaving the room.
7. Any faults identified are to be reported to [committeeclerk@newalresford-tc.gov.uk](mailto:committeeclerk@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](mailto: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.