

# Private Hire Application



Tel: 01773 860 296 | Email: [welcome@postmillcentre.co.uk](mailto:welcome@postmillcentre.co.uk) | [www.postmillcentre.co.uk](http://www.postmillcentre.co.uk)

Full Name:

Address:

Telephone:

Email:

What do you want and When do you want it:

Birchwood

Sporton

Carnfield

Kitchen

Rangewood

Date:

Access Time:

End Time:

Estimated Attendance:

## Other Services

Round Banqueting Tables

Table Clothes (£3.00 Each)

Disco (Including Lighting)

Champagne (Including Glasses)

Kitchen (£30.00)

Table Settings (£3.00 Each)

Catering (Hot or Cold)

(see menu, crockery, cutlery included)

Number of Place Settings

Own Catering

## Layout

You are most welcome to come and view our facilities and discuss your specific requirements

Buffet– Please note, all food must be cleared away at the end of a function whether it has been provided by a caterer or yourselves.

## Your Signature

## Date

# Food Hygiene Regulations

## Opening Checks (Prior to Food Being Handled or Prepared) :

- » People handling food must be fit for purpose and should be wearing clean clothes and/or clean overclothing.
- » All cuts and abrasions to the skin which may come into contact with food must be covered with a blue waterproof dressing. These are kept in the kitchen first aid kit.
- » Food handlers must wash and dry their hands thoroughly using the separate hand wash basin, soap and paper towels.
- » Ensure food preparation areas and food contact surfaces are clean and disinfected where necessary using the food grade sanitiser provided.

## Ongoing Checks (During Preparation, Cooking and Service)

- » Food handlers must wash their hands before handling high risk food, especially after handling raw food, going to the toilet or smoking.
- » All cooked food must be cooked (or reheated) to at least 75 degrees centigrade.
- » Hot food must be kept at 63 degrees centigrade or hotter. If this is not possible, the maximum service time for hot food is 2 hours.
- » Cold food must be kept at 8 degrees centigrade or colder. If this is not possible, the maximum service time for cold food is 4 hours.

## Closing Checks (To Be Carried Out at the End of the Session)

- » Ensure that food preparation areas and food contact surfaces are clean and disinfected where necessary.
- » Ensure that all waste is placed in the bin provided and taken home with you where necessary.
- » All food past its 'use by' date must be disposed of.
- » All food items stored in refrigerator or cupboards must be:
  - » Placed on the correct shelf
  - » Appropriately covered
  - » Labelled with durability date.

Stocks of soap, paper towels, kitchen roll, anti bacterial spray, tea towels, dishcloths, waterproof plasters and labels are monitored to ensure there is a supply readily available, should you find this is not the case or you need additional items please contact any member of the Post Mill staff.

# Fire Safety Agreement

Please follow these simple steps.

***\*\*On hearing the fire alarm \*\****

- Follow the instructions by the fire duty officer, if no fire duty officer is on the premises the person or persons hiring the room are responsible for the evacuation of their guests.
- Evacuate your guests calmly and safely following the fire safety plan and make your way to the Assembly Point in the main car park.
- If no public phone is available on the premises find the nearest way to contact the fire brigade on 999

***\*\*If you discover a fire in the building \*\****

Sound the nearest alarm.

- Evacuate your guests safely to the assembly point.

Phone 999

I have read and understand the conditions in this document

Print Name (Hirer):

Print Name (Staff):

Signed (Hirer):

Signed (Staff):

Date:

# WELCOME

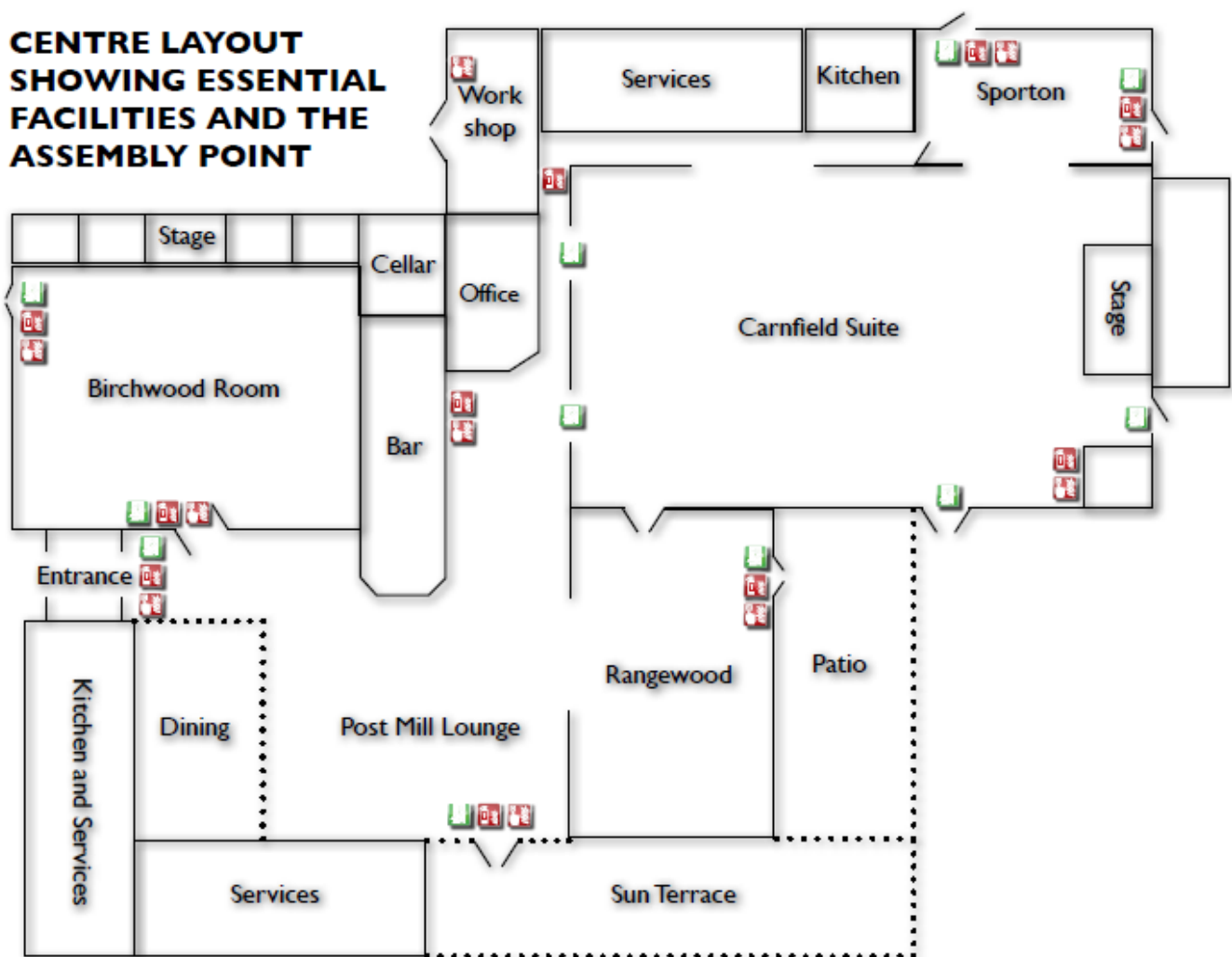
The  
**PostMill**  
Centre

## For Event Organiser

### Essential Information

- 1) Health and Safety (Fire Alarm Tests/Evacuation Practice)
- 2) Facilities and Fire Assembly Point

### CENTRE LAYOUT SHOWING ESSENTIAL FACILITIES AND THE ASSEMBLY POINT



### Please Note

In the event of any alarm tests or evacuation practices you will be SPECIFICALLY INFORMED.

If the alarm is activated it will be a REAL SITUATION. Direct your guests to the fire assembly point and stay there until approached by the duty officer.



## STANDARD CONDITIONS FOR PRIVATE HIRE

1. A provisional booking can be made provided that a Facility Hire form is received within 14 days of enquiry.

2. Completed Hire forms **MUST** be signed and returned together with Deposit. (A bond of £50 must accompany the hire form. The bond will only be withheld in the event of non accidental damage.)

3. Any outstanding balance **MUST** be paid one calendar month prior to booking.

4. Any changes to the booking the company must be informed within 7 working days.

5. The **HIRER** will be held responsible for the conduct of **ALL** people attending the booked event.

6. No drinks to be brought onto the premises unless agreed by centre staff. Should the **HIRER** have a specific request please feel free to talk to the centre manager. Any alcoholic drinks brought onto the premises will be confiscated by our bar staff and person/s responsible will be asked to leave the premises.

7. The car park is provided for the convenience of customers. The company accept no liability of theft of, from and damage to, any vehicle.

8. Hirers **MUST** observe any instruction given by company representatives.

9. If you have booked the use of the kitchen:

- Observe all Health, Safety and Food hygiene notices. They are for your benefit.
- Children are **STRICTLY FORBIDDEN** to enter the kitchen area
- Check all electrical equipment for signs of exposed/frayed wires
- Be particularly vigilant when using gas appliances
- Clear up after use
- Do not leave food in the fridge or freezer
- Bag all waste and deposit in the container provided

10. First Aid Equipment is provided in the kitchens and behind the bar.

11. Wall decorations. Please refrain from adhering decorations in a manner which will mark the walls. Picture rails and Fiesta machines are available for you to communicate your special message.

I have read and understood the conditions in this document.

**Signed:**

**Date:**