

Business, Community and Public Hire Application

The PostMill Centre

Tel: 01773 860296 | Email: welcome@postmillcentre.co.uk | www.postmillcentre.co.uk

Full Name:

Organisation Name:

Address:

Meeting Title:

Telephone:

Email:

What do you want and When do you want it:

Birchwood

Sporton

Date:

Carnfield

Kitchen

Access Time:

End Time:

Rangewood

Estimated Attendance:

Other Services

Table Clothes (£5.50 Each)

Flip Chart and Stand

Podium

Microphone (Mobile/Lapel)

Display Boards

Screen and Projector

Tea/ Coffee

Boiler Only (£10)

Loop System

Sound System

Layout Options

Boardroom

Classroom

Round Tables

Café

Theatre

Other (please state below)

Your Signature

Date



Standard Rate - charges apply for mid-week bookings where bar services are not required.

Premium Rate - charges apply Friday, Saturday and Sunday Evenings where the bar services are integral to the booking.

Room Hire

Room Hire	Standard	Premium
Sporton	£15.00 P H	N/A
Rangewood	£25.00 P H	£32.00 P H
Birchwood	£28.00 P H	£38.00 P H
Carnfield	£30.00 P H	£50.00 P H
Fulwood Lounge	£25.00 P H	£32.00 P H

Extras

Table Cloths	£5.50 Each
Kitchen Hire	£50.00
Bain Marie	£40.00
Tea/Coffee & Biscuits Per Person (Unlimited)	£4.50 (Full Day) £3.00 (Half Day)

WELCOME

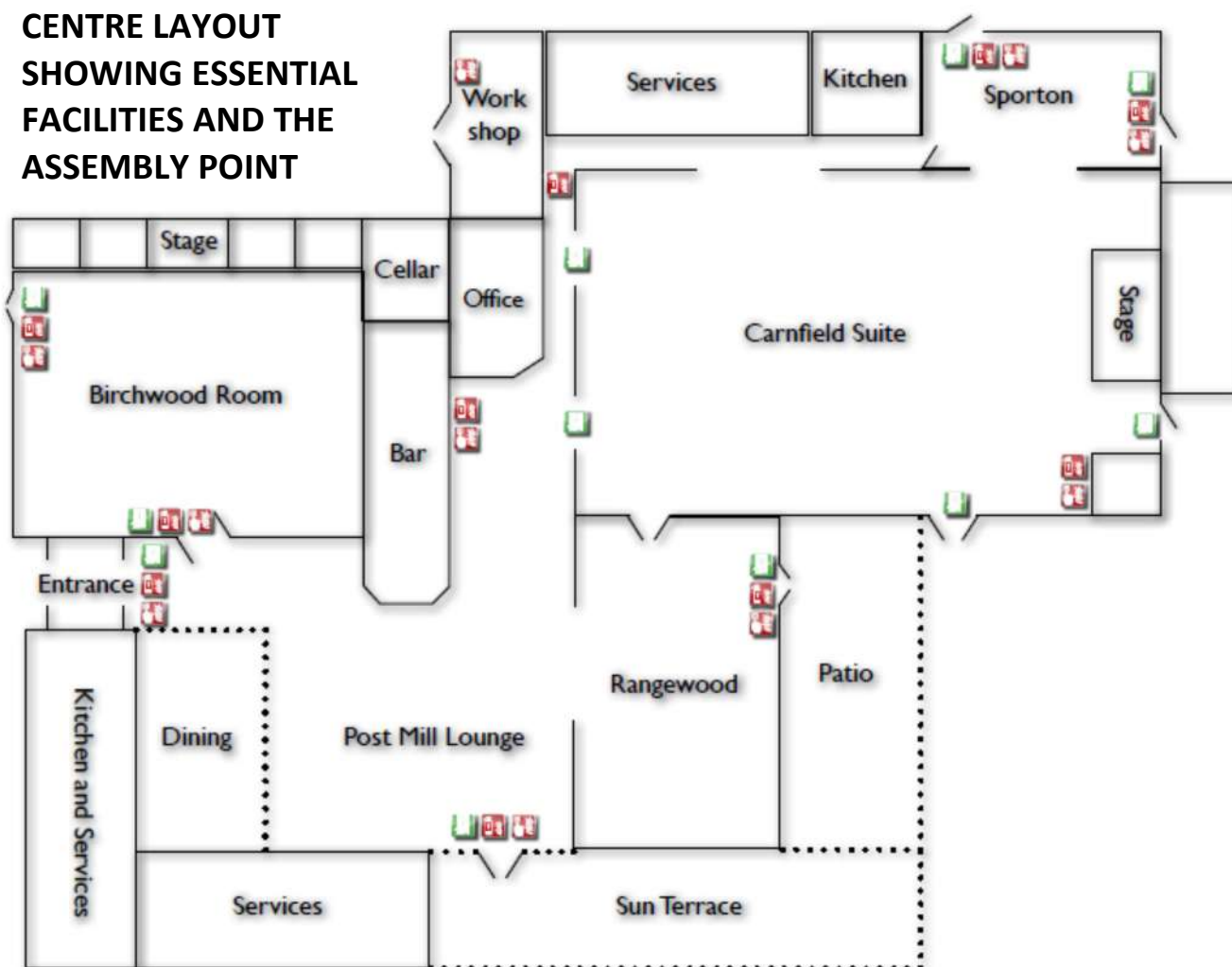
The
PostMill
Centre

For Event Organiser

Essential Information

- 1) Health and Safety (Alarm Tests/Evacuation Practise)
- 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 fire officer.



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):

Signed (Hirer):

Date: