



LONDON HOUSE High Street Mayfield TN20 6AQ

Request to Hire Ground Floor

Hire Charges £7.50 per hour or part per hour includes lighting, heating and Wi Fi.

Consecutive Hire dates will require a deposit of £50

NAME.....

ADDRESS.....

TELEPHONE Land/Mobile.....

EMAIL.....

ORGANISATION.....

PURPOSE OF HIRE.....

DATE OF HIRE.....

TIME OF HIRE.....

SIGNED.....

I have read and accept the terms and conditions

In accordance with the General Data Protection Regulation (GDPR May 2018) I agree to my details above being kept solely for the purposes of hiring London House. They will only be used for administrative purposes related to your booking.

PLEASE TICK IF IN AGREEMENT

I consent to being contacted by **post** **phone or** **email.** Please tick. Thank you.

Contact details of person responsible for settling account (if different from above)

.....

DATE.....

If more time is required to “set up” please add this to your hire time.
It is advisable to contact booking secretary to confirm availability before completing this form.
Please return completed form to:
Parish Administrator, St Dunstan’s Parish Office, London House, High Street,
Mayfield, TN20 6AQ

Phone: 01435 873484 or Email: office.stdunstans@gmail.com

London House Hire Terms and Conditions

Consecutive hire dates will require a deposit of £50

1. Hirer will be liable for full booking fee unless one week's notice is given.
2. Mayfield PCC takes no responsibility for any loss or damage to London House or the property of the hirer during the period of hire. Hirer should ensure that they have the appropriate insurance.
3. Written permission to be obtained from London House committee if goods/equipment is left in London House after the hire period
4. Perishable goods will be disposed of.
5. Any property left behind will be kept for two weeks and then disposed of.
6. Emergency exit to be kept clear at all times; I have read the attached Fire Warden Checklist for London House.
7. Key collection from Burnett's Estate Agent (opposite) during opening hours. Keys must be returned immediately at end of hire period– through letter box if closed. Burnett's opening hours Monday – Friday 9.00-18.00 Saturday 9.00-16.00
 - a. In the unlikely event that Burnett's is closed please ring Liz K 01435 872719 or the booking secretary (telephone number on booking form)
8. Unreturned keys. The hirer will be fined £25.
9. An invoice will be issued at the end of the month and be paid within 30 days of issue.
10. Smoking is not permitted anywhere in the building.
11. London House is licensed to sell alcohol. This can only be permitted by using the Church's Premises Licence.
 - i. Please tick box if you wish to sell alcohol
 - ii. An alcohol assignment form will be sent to use. Fee applicable £15.00 per event or £21.00 for three consecutive days.
12. Please leave the building clean and tidy for the benefit of the next user as per the photograph on the London House notice boards. A fine of £25 will be imposed if not left clean and tidy.
13. Please turn off lighting and heating when leaving. In the event of heating or lighting being left on a fine of £25 will be imposed.
14. An extra charge of £7.50 per hour will be added if booking time is exceeded.
15. Breakages will be charged at replacement cost.

Fire Warden Check List for Hirers

Post Code for London House TN20 6AQ

Emergency Phone Number: 999

BEFORE

A designated person is to be assigned a fire warden for the event.

- Notify office upon arrival at London House (if office is occupied)
- Fire warden to carry a mobile phone to call emergency services on 999 in the event of an incident.
- Fire warden and each person helping at the event, to carry a torch in case of emergency.
- Fire warden to ensure each person helping at the event is made aware of where fire extinguishers are situated.
- Fire warden to ensure all emergency exits are clear and doors unlocked
- Fire warden to ensure each person helping at the event has familiarised themselves with the location of the emergency muster point in the Churchyard.

DURING

- All fire doors are to remain shut (but not locked) throughout the event and emergency exit routes are kept clear.
- In the event of an incident:
 - direct event attendees to the muster point and carry out a roll call
 - call the emergency services
 - only use the fire extinguishers if trained and competent to do so.
 - **do not return to the building**

AFTER

- Ensure all event attendees have vacated.
- Ensure all emergency exits are clear and fire doors shut
- Lock meeting room door and return key
- Ensure lighting and heating is turned off
- Notify office upon leaving London House (if office is occupied)
- Lock outer door (if required) upon exit.

Thank you

Revised: 09/06/2023