

Roberttown Booking



Community Centre Form

If you have any queries regarding The Centre please contact the Bookings Secretary Tel: 01924 519114

Name of Hirer:

Address

.....

Contact Details (Home/Work/Mobile as appropriate):

Details of Event:

Date Required:

Time Access is Required: Time Premises Will Be Vacated:

*N.B. The event must finish no later than Midnight

FACILITIES REQUIRED: Please tick.

Main Hall only: £ per hour

Lounge only: £ per hour

Main Hall & Lounge: £ per hour

Please note - a deposit of £25 is required on booking.

Cheques should be made payable to:

"Roberttown Community Centre"

Declaration:

I/We have read and accept the Conditions of Hire stated overleaf.

I/We understand that The Centre must be left in a clean and orderly state

I/We have received details of the location of all fire exits.

I/We hereby make application for the use of The Centre for the purpose and on the date(s) shown above.

Signature of Hirer: Date:

Please print name:

Signature of committee official:

For centre use only
Date form received _____
Amount of deposit received _____
Key collection arranged _____
Key to be returned on /to _____
Other notes _____
Booking entered in diary by _____

Conditions and terms of booking

1. PURPOSE

(a) The hirer must use the hall for the purpose stated on the booking form only, and for no other purpose whatsoever. The times as stated on the booking form must be adhered to.

2. DEPOSIT

The hirer must pay the deposit in accordance with the instructions laid down on the booking form.

3. CANCELLATIONS

*(a) If one month or more before the date of hiring, the deposit will be repaid to the hirer, less an administrative charge of £5.00
(b) If less than one month before the date of hiring, the deposit will be repaid to the hirer less an administrative charge of £15.00*

4. CAPACITY

(a) The maximum capacity is 150, which must not be exceeded.

5. ALCOHOLIC LIQUOR

No alcoholic liquor must be brought into the hall unless previously agreed with the centre committee. If intoxicating liquor is to be sold on the premises, the hirer must hold a Justices Occasional Licence and is responsible for obtaining the license.

6. PROHIBITION OF NAILS, PLACARDS, ETC

No nails, tacks, screws, pins or other like objects that could cause damage to the paintwork, plaster or any other part of the building should be driven into any part of the hall

7. LOSS OR DAMAGE

The Centre committee is not responsible for any loss or damage to any property arising out of the hiring; nor for any loss, damage, injury or death which may be incurred by, or be done to, or happen to any person or persons whilst they are on any part of the hall premises. The Centre committee will not be responsible for any loss or damage due to any breakdown of machinery, failure of the power supply, leakage of water or gas, fire, government restriction or Act of God which may cause the hall to be closed and the hiring interrupted or cancelled. The hirer will indemnify the Centre committee against any claim which may arise out of the hiring, or which may be made by any person or agent of that person who has suffered any loss, damage, injury or death whilst they were in the hall during the period of hire.

8. REMOVAL OF HIRER'S PROPERTY

Unless prior arrangements have been made, all persons and equipment must be off the premises by the time stated on the booking form. The Centre Committee accepts no responsibility for any property left on the hall premises.

9. CLEANING

The hirer will leave the hall in a clean and orderly state at the end of the hire period. If necessary, an extra cleaning charge will be made, at the discretion of the Centre Committee.

10. RIGHT OF ENTRY

The Centre Committee reserves the right to enter any part of the hall during the period of hire.

11 HIRER'S RESPONSIBILITIES

(a) The hirer will, during the period of hiring, be responsible for supervision of the premises, protection of the fabric and contents, safety from damage however slight, or change of any sort, and the behavior of all persons using the premises whatever their capacity, including proper supervision of car parking arrangements so as to avoid obstruction of the highway.

(b) The hirer will repay to the Centre Committee on demand the cost of re-instating or replacing any part of the hall or any property in or upon the hall which shall be damaged, destroyed, stolen or removed during the period of hire.

(c) The hirer will be responsible for making arrangements to insure against any third party claims which may lie against him/his association whilst using the hall. (The Centre Committee is insured against any claims arising out of its own negligence)

(d) The hirer will be responsible for obtaining any licenses necessary in connection with the booking.

(e) The hirer will be responsible for the observance of all regulations appertaining to the premises stipulated by the Licensing Justices and the Fire Authority

(g) The hirer should be aware that the hall is situated in a residential area and that every reasonable precaution must be taken to prevent disturbance to occupiers of neighboring properties, both during and after the event. The hirer should advise their guests to leave the area of the hall in a quiet and responsible manner.

12. COLLECTION AND RETURN OF KEYS

Keys should be collected as agreed at the time of booking, and should be returned as soon as possible on the day after the event.

13. FIRE, HEALTH AND SAFETY ISSUES

Fire exits are clearly marked and must be kept clear at all times. They are clearly marked on the Centre plan which accompanies this booking form. Fire exits 1,2 and 3 must be unlocked whenever the Centre is occupied – colour coded keys are provided as shown on the plan. Fire doors 4 & 5 are push bars.