Hollinswood & Randlay Parish Council
COMMUNITY CENTRE BOOKING/AGREEMENT FORM
2015

Hollinswood Pavilion

Name of Hirer..............................................................................................................................................................................

Contact name ..................................................................................................................................................................................

Tel No..........................................................................................................................................................................................

Address for correspondence..................................................................................................................................................................

..........................................................................................................................................................................................................

Post code.......................................................................................................................................................................................

Date of Hire..................................................................................................................................................................................

Room (s) to be hired .......................................................................................................................................................................

Purpose of hire ..................................................................................................................................................................................

Hours from ......................................................................................................................................................................................

Access required from .......................................................... (if earlier) and to ............................................................... (if later)

Please note that bouncy castles and smoke machines are not permitted in any room of any Community Building. However, they are allowed to be erected outside but are not covered by the Parish Council insurance in any way.

Approximate number attending .................................................. Hall 1 Maximum 100 Buffet / 70 Seated

A deposit will be required to secure the booking.

Agreed Room Hire Charges

<table>
<thead>
<tr>
<th>Applicable</th>
<th>Charge</th>
<th>Sub Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleaning Deposit</td>
<td>£25 (0-12)</td>
<td>£</td>
</tr>
<tr>
<td></td>
<td>£50 (13-17)</td>
<td>£</td>
</tr>
<tr>
<td></td>
<td>£100 (18+)</td>
<td>£</td>
</tr>
<tr>
<td>Opening Charge</td>
<td>£ 15.00</td>
<td>£</td>
</tr>
<tr>
<td>Room Hire</td>
<td>Up to 6pm weekdays £12 per hour</td>
<td>£</td>
</tr>
<tr>
<td></td>
<td>After 6pm and weekends £16.00 per hour</td>
<td>£</td>
</tr>
<tr>
<td>Additional Set up time</td>
<td>(Max 1 hour) £5.00</td>
<td>£</td>
</tr>
<tr>
<td>Total amount to pay Including Deposit</td>
<td></td>
<td>£</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deposit Paid</th>
<th>£</th>
<th>Date</th>
<th>Balance Remaining</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance amount paid in full</td>
<td>£</td>
<td>Date</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Deposit to be returned</th>
<th>Y / N</th>
<th>Amount Returned</th>
<th>£</th>
<th>Date</th>
<th>Officer Initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit Returned</td>
<td>Date</td>
<td>Client Signature</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All bookings need to be a minimum of 2 hours.
No booking will be treated as confirmed until the deposit has been made.
A deposit will secure the booking only until the full payment is made.
Payment of the full hire fee must be made at the time of booking or at least a minimum of 14 days prior to the date of hire.
No refund is available for late cancellations.

The ‘cleaning’ deposit will be payable in advance, this will be returned in full, if the hall / room is left in an acceptable clean and tidy condition.
If this is not the case the hirer will be charged the full amount to clean the room ready for the next hirer, the deposit will be used as an initial payment.
Hollinswood & Randlay Parish Council
COMMUNITY CENTRE BOOKING/AGREEMENT FORM

This money may also be used to cover any other costs such as for repairs or replacements. Please note you will be hiring a room and not the building, others may have the other rooms within the building and will need to be treated with courtesy, audio levels will need to be set accordingly.

The Council requires a copy of the following documents (only if applicable)
Child Protection Policy
CRB Check
Valid Insurance
Membership of Governing Body
Appropriate Licences

Please note.
For bingo / horse race nights etc. you will require to be registered with the Local Authority in view of the Gambling Act.
The sale of intoxicating drinks. A licence must be acquired from the local authority

Please ensure that you have evidence of the relevant licences, should you be asked to produce them throughout the event.

The council reserves the right to cancel bookings for any reason and at any time before the event which may be out of its control. A full refund will always be given under such circumstances.

No booking will be accepted unless the hirer is over 21 years of age and is at the discretion of the Council.

I / We agree that upon the signing of this form, a contract exists between the Council and the Hirer and is legally binding.

Signed X

Date X

For & on behalf of Hollinswood & Randlay Parish Council

Date
Fire / Steward Form

Name of Community Building ………………………………..

User …………………………………………………………………………

Date of event ……………………………………………………………

Start time………………………………...End time………………………….……

It is a requirement under the conditions of hire that you supply 2 Stewards for your event.

Stewards are required to be over 21 years of age and capable of the duties below. If you are unable to arrange this yourself, please contact the Parish Council for further advice.

Please ensure that your stewards have access to a mobile telephone, with credit and a network reception.

i. To liaise with the other Steward.
ii. To familiarise themselves with the location of fire fighting equipment.
iii. To understand the Fire Evacuation Procedures displayed around the building.
iv. To understand that fire exits must be kept clear at all times in accordance with Fire Safety Regulations
v. To evacuate the building if required.
vi. To contact, the emergency services if required.
vii. To contact the on duty parish council representative if required.

Once you have identified your two stewards, please complete the details below:

1. Name……………………………………………….Signature X …………………
   Address ……………………………………………………………………………
   ………………………………………………….Mobile No.……………………

2. Name……………………………………………….Signature X …………………
   Address…………………………………………………………………………
   ………………………………………………….Mobile No.……………………

Signature of Hire X ………………………………………………………………

Signature of Parish Council representative ……………………………………..

Date ………………………………………
1. ROOM HIRE
   - A Minimum of £25 deposit is required for room hire to secure a PROVISIONAL booking.
   - The remaining balance must be paid at least 14 days prior to the event.
   - All private party bookings will incur a refundable deposit of up to £100.
   - This deposit and full payment must be received no less than 14 days prior to the date of the function.
   - YOU are responsible for the cleanliness of the room you hire and the room must be returned to its pre hire condition when you hire is complete.
   - YOU are responsible for the security of the building during you hire.
   - If the conditions of hire are not met, we reserve the right to withhold the deposit money for cleaning, repairs or maintenance as required and pursue additional costs incurred.
   - The person making the booking MUST specify the exact arrival and departure times to ensure that the correct key holding requirements are made.
   - All weekend and evening bookings incur an additional key holding/cleaning charge.
   - All premises must be vacated within the terms of the Premises Licence 12.00am (Midnight) Friday and Saturday 10.00pm Sunday to Thursday.
   - Bookings can be terminated or cancelled at any time as stated in the Conditions of Hire and if appropriate, alternative accommodation will be offered.
   - The Parish Council reserves the right to amend the room booking in order that all rooms can be used to their full potential.
   - Please note that not all Community Buildings are available during Bank Holidays and Christmas – please ask the Asset & Property Manager for details.
   - Please note you will be hiring a room and not the building, others may have the other rooms within the building and will need to be treated with courtesy, audio levels will need to be set accordingly.
   - Do not remove items from display boards, these items have been produced by our groups who use the centres regularly therefore have a value to that group.

2. INSURANCE
   - In case you are not aware, the Council cannot insure property owned by groups and individuals using our facilities.
   - We will do our best to ensure that property is safe and secure but you must take out insurance as you feel appropriate.

3. LIABILITY INSURANCE
   - You are responsible for the safety of people entering and inside the building.
   - We strongly advise that you carry out a risk assessment relating to your activity and take out liability insurance cover.
   - Please remember that you and or individual members of your committee (If applicable) are personally liable for the safety of the people attending your group / party.

4. CLEANING RESPONSIBILITIES
   - It is the hirer’s responsibility to ensure that the room(s) hired are left clean and tidy after use, and tables and chairs are returned to their original positions.
   - Any damage caused during the period of hire will be made good at the hirer’s expense.
5. **NOISE**
   - When any booking involves music being played, please respect the fact that the Community Centre is situated in a residential area and ensure that noise from functions cannot be heard in the nearest resident’s home.
   - There should be no congregating outside of the function hall.
   - Outside doors and windows should be kept closed as much as possible.
   - When leaving our buildings, please do so in a respectful manner.

6. **SAFETY PROCEDURES**
   - Please bring the following points to the attention of members of your group / party
     1. Note the location of the emergency exits
     2. Ensure that disabled members are aware of their route of access
     3. Note the position of fire alarms and extinguishers
     4. Note the location of the nearest telephone or ensure that at least one mobile is left in a mode suitable for making emergency calls and is fully charged.
     5. Note the location of the first aid box
     6. Do not attempt to repair or adjust any electrical or other equipment which is not your own responsibility.
     7. The Parish Council needs to be notified of any near miss or accident that happens on its premises, an accident record must be completed.

7. **LICENCES**
   - It is the hirer’s responsibility to obtain the relevant licence for
     1. The sale and supply of intoxicating liquor
     2. Gambling, including bingo and raffles

8. **OTHER**
   - The following are not permitted within our Community Buildings
     1. Bouncy Castles (Under Review)
     2. Smoke Machines
     3. The Parish Council respectfully requests that those who wish to smoke do so at least 3mtrs away from the community building.
     4. It is against the law to smoke inside a public building.

9. **CHILD PROTECTION POLICY**
   - It is our policy that all children have a right to protection and for their welfare to be paramount.
   - Child welfare is at the heart of everything we do, and it is the duty of us all to make a child’s world as safe as possible.
   - All user groups should have a Child Protection Policy and a copy is required for our records.
   - We will require to see a copy of insurance, membership to governing bodies and CRB checks.
10. EMPLOYMENT OF EXTERNAL CONTRACTORS

- We take health and safety very seriously, with this in mind we ask that all external contractors employed directly by the Parish Council or by a hirer, to present the Parish Council with a copy of the following documents from your chosen contractor.

1. Public Liability Insurance.
2. PAT (Portable Appliance Testing) Certification.
4. Method Statements which are adjusted and updated accordingly to suit our venue.
5. (Suggested) First Aid at Work certificate and a first aid kit should be carried.

- Failure to supply the Parish Council with the required documentation may result in your contractor being refused entry to our buildings.