



HYTHE & DIBDEN COMMUNITY ASSOCIATION

Community Centre, Brinton Lane

Hythe, Southampton, SO45 6DU

Telephone: (023) 8084 4074

E-mail: Office@Hythecommunity.org.uk

Charity Number 267994

Booking Form: one or repeated occasions

Name of Group:

Name & Address of Representative:

Address:

Post Code Tel No. E-mail

Hall or Room required:

Day / Date required:

Time required: Am (10 – 1pm) Pm (1pm – 4pm) Evening (7pm – 10pm)

Time outside our regular hiring periods: (tick where appropriate)

Purpose for which the Hall or Room will be used:

Furniture required:

Sq. Tables: L. Obl Tables: S. Obl Tables: Chairs

Furniture will be placed in the room but it is the responsibility of hirers to lay out the furniture for their own purposes and to return it to the way they found it.

The Hiring Charge for these Bookings will be:£..... Per session

Payment for hirings can be made in advance, on the day, or at the end of the month via invoice. **We do not accept credit cards.** Please state which method you'd like (please tick):

In Advance On the Day Via Invoice (posted) Via Invoice (e-mailed)

If invoice via e-mail please add email address here:

Before signing, please ensure that you have read and understood the conditions of hire.

For your assistance they are printed overleaf.

I, the undersigned, being the hirer, agree to the terms and conditions overleaf.

Name: Signature:

For Community Centre use only

Booking Accepted/Rejected by

Avaloned

Group Ref No:

Standard conditions of hire

If the hirer is in any doubt as to the meaning of the following, clarification should be sought from the Office Manager.

- 1) The HIRER will, during the period of the hiring, be responsible for the supervision of the hired room or hall, the fabric and the contents, their care, safety from damage however slight or change of any sort and the behaviour of all persons using it. This responsibility also extends to those areas of communal use; the toilets, entrance and passageways and including the car park.
- 2) Commercial HIRERS must have their own Public Liability Insurance and provide a copy of their current policy before acceptance of their booking is given.
- 3) The HIRER shall not sublet or use the premises for any unlawful purposes or in any unlawful way nor do anything or bring on to the premises anything which may endanger the same or any insurance policies in respect thereof.
- 4) The HIRER shall indemnify the ASSOCIATION for the cost of repair of any damage done to any part of the building, contents or grounds which may occur during the period of the hiring as a result of the hiring.
- 5) AT THE END of the hiring the HIRER shall be responsible for leaving the hired room or hall, all communal areas and the building surrounds in a clean and tidy condition and any contents temporarily removed from their usual positions properly replaced. The HIRER is also responsible for the removal from the premises such rubbish as bottles, cartons, paper and food waste, etc. consequential to their hiring and using of the hall or room.
- 6) In the event of the fire alarm sounding it is the responsibility of the HIRER to ensure that all persons in the HIRED FACILITIES are evacuated safely in accordance with the instructions in each hall or room. HIRERS should make themselves aware of the fire evacuation procedure, route of egress from the building and assembly point. They should then make all persons in the hiring aware of the instructions at the commencement of any HIRING. In the event of an evacuation of the building it is also the responsibility of the HIRER to report to the RESPONSIBLE OFFICER (WARDEN) once all people who have been evacuated are assembled in the proper place, that all people in the HIRED FACILITY are accounted for and are outside of the building or, if any are unaccounted for, that they are potentially still within the building.
- 7) If the HIRER wishes to cancel the booking up to 30 days before the date of the event then no charge will be made. If less than 30 days notice is given then the HIRER is responsible for paying for the hiring unless the ASSOCIATION is able to arrange a replacement booking. Regular hirers, who are invoiced at the end of each month, will be expected to pay for cancelled bookings under the same conditions.
- 8) The ASSOCIATION reserve the right to cancel any booking in the event of the Community Centre or part thereof being required for use as a polling station for a Parliamentary or Local Governmental election or by-election, in which case the hirer shall be entitled to a refund of the hiring fee or shall not be invoiced in the case of a regular booking. The ASSOCIATION also reserve the right to rearrange or cancel a regular booking up to four times in any year to accommodate special events run by or on behalf of the ASSOCIATION.
- 9) The PERMISSION of the Executive Committee of the ASSOCIATION must be sought and given before any foodstuffs or liquid refreshments can be brought into the Community Centre. The use of kettles (or any machine which generates steam) for consumption is prohibited within hired rooms. The use of paint, water or other liquids within the rooms is permitted only by prior agreement during the booking process. All electrical items must have been P.A.T. tested.
- 10) Where alcoholic liquors are concerned application must be in writing. After written permission has been given by the Executive Committee, the HIRER shall be responsible for obtaining licences that may be needed for the sale and consumption of intoxicating liquor, and for the observance of the same and of all other regulations appertaining to the premises stipulated by the fire authority, the local authority, the local magistrates' court or otherwise.
- 11) IN THE EVENT of the Community Centre or any part thereof being rendered unfit for the use for which it has been hired the ASSOCIATION shall not be liable to the hirer for any resulting loss or damage what so ever.