



CORPORATE BOOKING REQUEST FORM

Name and Address of Hirer

Phone Number

Email

Responsible Person:

Name

Tel:

Email:

Date(s)/Time(s) of hire

Purpose of Hire:

Number of attendees:

Do you require the hall

meeting room

Hire Charges	Parishioner	Non parishioner	
Hall	£25.00	£30.00	Min hire 1 hour
Meeting Room	£5.50	£7.50	Min hire 1 hour

Hire charge includes use of Centre equipment, free wifi and tea/coffee making facilities

Hospitality: Refreshments, snacks and light lunches available from the Community Shop/Café – please see attached menu and contact details

What equipment do you require?

STANDARD TERMS and CONDITIONS of HIRE

The premises are managed by Kingsbury Episcopi Amenities Improvement Committee (KEAIC), a registered charity, number 1065945.

The premises are non-profit making, providing a service to the community, and rely on the co-operation of all users. The hiring charge covers the running expenses and the general maintenance and improvements of the building.

The management committee want you to enjoy the facilities and to continue making good use of the premises.

(I) **Hire of the premises** is available by those aged 18 or over.

(II) **Hirers are expected to familiarise themselves with the facilities, exit routes and fire extinguisher locations diagrams, fire notice and “locking up” check list; displayed.**

(III) **Hiring of the hall/meeting room**

Can be booked with Sarah Cox (the Booking Officer) The Bungalow, Stembridge, Martock, Somerset, TA12 6BW Tel. 01460 419702 Mobile 07751 702180 Email info@kingsburycommunitycentre.co.uk

(IV) **The Hirer will be responsible for :-**

- Maintaining good order and conduct on the premises.
- Ensuring that the number of persons on the premises does not exceed the number stipulated on the booking form, in accordance with the fire regulations.
- Ensuring that access to and from FIRE EXITS is kept clear of any obstruction at all times.
- Ensuring that checks are made during the course of the hire period to ensure that general housekeeping standards are being maintained to reduce the likelihood of slip, trip or other incidents occurring
- Obtaining the consent of the Booking Officer before decorating the hall.
- Leaving the premises in the same state as they were found on entry.
- Sweeping and mopping the floors
- All rubbish to be taken away by the hirer.
- Flushing the toilets and leaving clean and tidy.
- Kitchen to be left in a state of cleanliness, fit to be used by the next hirer. Please see kitchen instructions displayed in the kitchen by the light switch.
- Kitchen crockery, if used, to be cleaned and returned;
- Kitchen is not to be used for any other purpose but to be used safely and not in such a way that it may generate a fire hazard
- Replace tables and chairs as found.

KINGSBURY EPISCOPI AMENITIES IMPROVEMENT COMMITTEE

Registered Charity: 1065945



At the core of village life



LOTTERY FUNDED

- Checking that, if any portable electrical equipment is brought onto the premises, it is safe for use/has been P.A.T. tested.
- Nothing is to be stuck or pinned to the walls.
- Smoking is not allowed anywhere on the premises.
- Switching off all internal lights
- Locking all doors before leaving.
- Returning the keys and reporting any damage to the Booking Officer

(V) **Fire safety** – the “Regulatory Reform (Fire Safety) Order 2005”

Under this act Hirers are responsible for appointing their own “Responsible Person” to ensure that their activities are conducted in a safe way from fire and to liaise with the Booking Officer in (3) above, if necessary. **We recommend that the location of fire exits, fire extinguishers and toilets be advised to all groups at the commencement of a session.** These are displayed on a floor plan in the entrance hall. A **First Aid box** and **accident book** is kept in the Kitchen.

(VI) **Accidents** - ensure all accidents are recorded in the Accident Book which is located in the Comms Room (next to the kitchen), and must be used to record all cuts, bumps, falls etc. as well as more serious accidents and near misses.

The important details to be recorded are:

- the name of the casualty
- the date, time and place that the incident/accident occurred
- the cause of the accident i.e. what happened
- a brief description of the injury (if any) sustained
- the first aid (or other) treatment administered and by whom
- whether or not medical aid had to be sought
- the name of the person who dealt with the incident.

(VII) **Insurance**

The Community Centre insurance covers only loss caused by fire, theft or storm damage. Regular hirers are required to take out their own insurance cover for their activity and responsibilities.

For occasional private hire the individuals own household policy **may** provide cover.

(VIII) **Licensing**

The Community Centre has the benefit of a **music, entertainment and alcohol licence**.

KEAIC reserve the right to provide all alcohol sales for consumption on or off the premises.

(IX) **It must be clearly understood**

That the Hirer of these premises is personally responsible for adhering rigidly to conditions (IV) to (VIII) respectively.

(X) The Hirer

Will be responsible for reimbursing KEAIC for any damage to the buildings and its contents during the period of hire, no matter how or by whom committed, and additionally to include damage immediately prior to and after the period of hire, by those attending the event.

(XI) Hire Fees

Please make cheques payable to **“Kingsbury Episcopi Amenities Improvement Fund”** or payment can be made through Bank transfer: **Lloyds Yeovil 30-99-98 Account: K.E.A.I.C Account Number: 00179296**

The hirer will pay for any major damage incurred accidentally or otherwise.

(XII) Cancellation charge

No cancellation charge will be payable if the booking is cancelled 48 hours or more prior to the event, within 48 hours of the event the full hire charge will be payable at the trustees discretion

As the Hirer I have read and understood all the Terms and Conditions of Hire Contract and agree to comply with them.

Date of agreement:

Signature of Hirer.....

PLEASE COMPLETE AND RETURN TO SARAH COX
info@kingsburycommunitycentre.co.uk