



BOOKING FORM FOR CHILDREN/DAYTIME PARTIES
(ie: parties not involving the bar)

Please note that until this form has been fully completed, signed and returned to the authorised representative of the Community Centre Trustees AND the deposit paid, the booking shall be considered provisional. Dates for provisional bookings will only be held for 10 days after which time the date may be offered to another hirer.

Hirer to complete all sections of this agreement highlighted in bold and return to the Community Centre authorised representative shown in section 1.2(b)

PARTIES:

- (1) Kingsbury Community Centre management committee (“Community Centre”)
- (2) The person or organisation named in clause 1.3 (“Hirer”)

AGREED as follows:

1. In consideration of the hire fee described in clause 1.4, the Community Centre agrees to permit the Hirer to use the premises and for the times described in clause 1.1. The details inserted in sub-clauses 1.1 to 1.4 below and clauses 2 – 5 are terms of this agreement. This Hire Agreement also includes Standard Terms and Conditions of Hire.

1.1 Event:

Brief description of purpose of hire.....

Is food (other than pre prepared sandwiches/biscuits/cakes) to be provided at the event? YES / NO

Bouncy Castles are permitted to be used in or outside the Community Centre

PLEASE NOTE: the Community Centre insurance does not cover the use of inflatables or any additional play equipment (see clause (VII) of the Standard Terms and Conditions of Hire)

Do you intend hiring a Bouncy Castle? YES / NO

Any additional play equipment must be agreed prior to being used
Do you intend having additional play equipment for use inside the hall (hired or otherwise)? YES / NO

Please give a brief description of any additional play equipment.....

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KINGSBURY EPISCOPI COMMUNITY CENTRE
Registered Charity No: 1065945
Hire Agreement



Day	<input type="text"/>	Month	<input type="text"/>	Year	<input type="text"/>	Total hours	<input type="text"/>
Time (including set & clear-up time)	From		<input type="text"/>	To	<input type="text"/>		

Anticipated number of persons attending.	Age	Number
	Aged under 13	<input type="text"/>
	13 – 17 years	<input type="text"/>
	18 – 25 years	<input type="text"/>
	Over 25	<input type="text"/>
	Total	<input type="text"/>

1.2 Kingsbury Community Centre

(a)	Address	Kingsbury Episcopi Recreation Ground, Thorney Road, Kingsbury Episcopi, Somerset, TA12 6BG
(b)	Authorised Representative:	Sarah Cox
	Address:	The Bungalow, Stembridge, Martock, TA12 6BW
	Telephone Number:	01460 419702 / 07751702180

1.3 Hirer: (please print)

Person:	<input type="text"/>
Contact address:	<input type="text"/>
Contact Telephone Numbers:	<input type="text"/>
Contact Email Address:	<input type="text"/>

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1.4 Hire Charges

Kingsbury Episcopi Community Centre Hire Rates March 2018			
	Hire Rates Per Hour Unless Stated		
Function	Parishioner	Non Parishioner	Notes
Weddings	£350.00	£500.00	Per event 12pm Friday to 12pm Sunday £200 deposit (<i>plus corkage charge</i>)
Parties	£10.00	£15.00	Min hire 4 hours including set up and clear down time
Children's Parties/Daytime parties (without bar)	£7.50	£10.00	Inc. minimal use of kitchen
Classes e.g Pilates, Yoga, Bowls etc	£7.50	£10.00	Min hire 1 hour
Business Organisations inc.tea/coffee making facilities (self service). Hospitality menu also available provided by the Community Café	£25.00	£30.00	Min hire 1 hour
Meeting Room	£5.50	£7.50	Min hire 1 hour
Kitchen	£10.00	£15.00	Tea making facilities, preparation of sandwiches etc
Kitchen Major Use	£50.00	£75.00	Full use of all cooking facilities Per Day
Bar	Free	Free	Kingsbury Episcopi Amenities reserves the right to run the bar at all functions
Hall Cleaning	£60.00	£60.00	
Sports Facilities	POA	POA	Please contact Dave French 01460 242465
Multi Use Games Area (MUGA) Private hire	£5.00	£10.00	Contact Sarah 01460 419702 07751702180
Discounted Charity/Fundraising Rates Available	POA	POA	
Hall Capacities:	with stage <i>(stage 5mx4m)</i>	without stage	
Seated at large Round Tables eg Wedding	100	116	
Parties with some tables	150	150	
Music events (standing only)	224	260	
Theatre style	133	155	

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Hall Hire Fee:

Hrs	@	£/hr	=	£
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Hall hire fee includes use of tables, chairs, stage, projector, sound system and kitchen cutlery and crockery.

The Hirer shall pay as deposit at least one third of the Hall Hire Fee to secure the booking. Details of payment methods will be included in your confirmation letter sent after submission of the booking form.

The balance of the Hire Fee and optional fees are payable one week before the hire date.

Total Hall Hire Fee:	£
Cleaning Fee £60 (optional):	£
Kitchen hire (optional):	£
Total fees	=£
LESS DEPOSIT	-£
Final Balance due 1 week prior to hire:	£

2. Kingsbury Community Centre has a licence with the Performing Rights Society for the performance of copyright music.
3. The Hirer agrees with the Community Centre to be present during the hiring and to comply fully with this Hire Agreement.
4. It is hereby agreed that the Standard Conditions of Hire shall form part of the terms of this Hire Agreement unless specifically excluded by agreement in writing between the Community Centre and the Hirer.
5. None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Rights of Third Parties) Act 1999 on a person who is not named as a party to this Agreement.

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 hire charge covers the running expenses and the general maintenance and improvements of the building.

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The management committee's aim is for 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, Stenbridge, Martock, Somerset, TA12 6BW Tel. 01460 419702 Mobile 07751 702180 Email coxysr@yahoo.co.uk

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

- Maintaining good order and conduct on the premises at all times.
- 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. Unless the cleaning service has been booked and paid for prior to the event.
- Sweeping and mopping the floors
- All rubbish to be taken away by the Hirer: the Community Centre does not have the benefit of rubbish collection
- Flushing the toilets and leaving them clean and tidy, including the removal of soiled nappies
- 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 to its storage position.
- 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.
- 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 and the use of e-cigarettes is strictly not allowed anywhere on the premises. The patio is the designated smoking/vaping area only
- Switching off all internal lights
- Locking all doors before leaving.
- Returning the keys to the Shop or Booking Officer
- Any damage must be reported to the Booking Officer

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(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 (III) 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 on the shelf above the sink.

(VI) **Accidents** - ensure all accidents are recorded in the Accident Book located in the Kitchen as above 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 assistance had to be sought from the Emergency Services
- the name of the person who dealt with the incident.

(VII) **Insurance**

The Community Centre insurance covers loss caused by fire, theft or storm damage only. Regular hirers are required to take out their own insurance cover for their activity and responsibilities. For occasional private hire, the individual’s own household policy *may* provide cover and is the responsibility of the Hirer.

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

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

(IX) **The Hirer**

Will be responsible for reimbursing KEAIC for any damage incurred accidentally or otherwise to the building 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.

(X) **Hire Fees**

Are payable to KEAIC. **For occasional Hirers** a deposit of one third of the total hire charge must be paid to secure the booking. The balance of the hire charge must be paid one week prior to the hire date.

(XI) **Cancellation charge**

If the booking is cancelled 48 hours or more prior to the event any deposit/hire charge paid will be refunded. If the booking is cancelled less than 48 hours of the booking taking place the full hire charge will be payable at the trustees’ discretion

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Data Protection

The Hirer's contact details will be held for a maximum period of 24 months for accounting/auditing purposes only. Those details will only be used for Community Centre hire and accounting purposes and will not be used for any other purpose or shared with any third party.

For security purposes the Community Centre has the benefit of continuous CCTV surveillance including three cameras located in the Hall.

Please see our Privacy Notice and CCTV Policy on our website www.kingsburycommunitycentre.co.uk

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

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Signed by the Hirer (person named at 1.3(a) above)

Date: