**Booking Form**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name:** |  | | |
| **Organisation/Event:** |  | | |
| **Address:** |  | | |
| **Postcode:** |  | | |
| **Mobile Number:** |  | **Landline Number:** |  |
| **Email:** |  | | |
| **Invoice email address:** |  | | |

**Booking Start Date:**   **Booking End Date (if known):**

**Recurrence:** *Ad Hoc / Weekly / Fortnightly / Monthly / Other (please specify)*

**Room Rates:** *▪**Main Hall (£15 per hour) ▪ Function Room (£12.50 per hour)*

*▪ William Segar Hodgson Pavilion (£11.50 per hour)*

**Is bar required**: YES / NO **Deposit paid:** YES / NO **Number of Attendees:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Start Time** | **End Time** | **Total Hours** | **Which Room?** | **Cost of Booking** |
| **Monday** |  |  |  |  |  |
| **Tuesday** |  |  |  |  |  |
| **Wednesday** |  |  |  |  |  |
| **Thursday** |  |  |  |  |  |
| **Friday** |  |  |  |  |  |
| **Saturday** |  |  |  |  |  |
| **Sunday** |  |  |  |  |  |

**Please note these are entry and exit times and include setting and clearing up times.**

On receipt of this form your booking will be confirmed. As the responsible person signing below, I confirm that I have read and accept the attached Terms and Conditions of the Community Centre.

**Signed: ………………………………….. Date: …………………………………..**

**Print Name: …………………………………..**

**On leaving the building please ensure:**

* All items checked with inventory and missing items reported to the Council
* Any rubbish above one bin liner is removed from the premises
* Tables are clean
* Tables and chairs are stacked away
* The floor is swept and any spills mopped up
* The kitchen is clean and all food stuff removed
* The toilets are flushed and taps turned off
* All windows are closed and locked
* All heaters are switched off at the wall (WSH thermostat on wall and radiators turned down)
* Everyone is out of the building
* The alarm is set
* The double doors are locked
* Keys are returned to the Community Centre (if applicable)

**Terms and Conditions**

* 50% deposit is required upon booking and the balance paid before usage of the Community Centre can commence.
* The responsible person who signed the Hall booking form will be responsible for ensuring that at all times during the period of booking there will be a leader/ responsible person in attendance.
* The responsible person who signed the Community Centre booking form must be familiar with the terms and conditions and will be responsible for communicating these terms and conditions to all members of the user organisation/group if he/she deems it necessary.
* Organisation/group and the responsible person who signed the Community Centre booking form must ensure sufficient and proper supervision of its activities at all times, ensure the maintenance of good order and is responsible for any damage to the building, its furnishings and equipment.
* The responsible person who signed the Community Centre booking form will ensure that damage to the hall property and its equipment are repaired or replaced to the satisfaction of the Town Clerk or reimburse the cost of such damage.
* A returnable bond of £500 must be paid for group bookings of more than 100 people.
* Any damage to the Community Centre must be reported immediately to the Town Clerk.
* The responsible person who signed the Community Centre booking form must ensure that children are supervised and kept under control at all times whilst on the premises.
* All regular hire invoices must be paid within 30 days of the date of invoice. The Town Clerk will cancel its hire to groups/organisations with persistent late-payment, and immediately in case of non-payment.
* Time booked includes any setting up and clearing up period.
* Furniture and equipment moved during sessions must be returned to their original location.
* The leader of the organisation/group will be responsible for the return of the keys through the letterbox at the end of the paid session.
* There is a charge of £20 per key for the replacement of EACH lost key which is to be paid by the responsible person.
* First Aid box is located in the kitchen. All accidents requiring First Aid treatment must be reported to the Town Clerk and logged in the Accident report book located beside the First Aid kit.
* Nothing must be fixed to the walls.
* Smoking is not permitted within the Community Centre.
* Kirkham Town Council and its employees are not responsible for any theft or damage to any belongings within the Community Centre and Car Park. The onus is on each induvial person.
* The Town Clerk reserves the right to cancel or postpone any hire at short notice in urgent need.
* 14 days’ notice is required to terminate the booking.
* The leader of the organisation/group undertakes to immediately advise the Town Clerk, in writing, should he/she no longer be involved with the organisation/group.

**BACS Payment:**

**Bank: Santander**

**Account Name: Kirkham Town Council**

**Sort Code: 09-02-22**

**Account Number: 10693324**

**Cheque Payment:**

**Payable to: Kirkham Town Council**