

# Hire Agreement Booking Form

|   |                |                |
|---|----------------|----------------|
| <b>Description of hire purpose</b>                              |                |                |
| <b>Organisation Name</b>  |                |                |
| <b>Contact Name</b>   |                |                |
| <b>Address</b>  |                |                |
| <b>Post Code</b>  |                |                |
| <b>Contact Number</b>   |                |                |
| <b>Email Address</b>  |                |                |
| <b>Social media</b>   |                |                |
| <b>Do you want to make regular bookings or one off booking?</b> | <b>Regular</b> | <b>One Off</b> |

## Booking Form

|   |  |  |
|---|--|--|
| <b>Date(s) Required:</b>  |  |  |
| <b>Time from:</b><br>(This must include time allowed to set up)   |  |  |
| <b>Time till:</b><br>(This must include time allowed to set down and clean up)  |  |  |
| <b>Total Hours:</b>   |  |  |
| <b>How many people are expected?</b>  |  |  |
| <b>Day rate per hour:</b>   |  |  |
| <b>Evening rate per hour:</b>   |  |  |
| <b>Bond/Deposit</b><br>(This is at the Council's discretion as per the T&Cs and shall be refunded after inspection of the premises) |  |  |

|  |             |               |             |
|--|-------------|---------------|-------------|
| <b>Do you require us to clean up after your hire?</b><br>(This is an additional £20) | Yes         | No            |             |
| <b>How will you make your payment:</b>   | <b>BACs</b> | <b>Cheque</b> | <b>Cash</b> |
| <b>Balance Payable:</b>  |             |               |             |
| <b>Please be aware the balance payable is due 4 week prior to the hire date</b>      |             |               |             |

### Additional requirements

|  |                      |
|--|----------------------|
| <b>Sound System and Microphone</b><br>(£20 per booking)  | Please tick here     |
| <b>Projector</b><br>(£10 per booking)  | Please tick here     |
| <b>Flip Chart</b><br>(£20 per booking)   | Please tick here     |
| <b>Additional Requests</b><br>(We will try to accommodate as many special requests as possible but this may be at an additional cost to the hirer) | Please write in here |

I have read and accept the terms and conditions set out above and agree to pay Colne Town Council for any losses or damages incurred during this hire period caused by the hire party or organisation.

|                         |  |
|-------------------------|--|
| <b>Full Name Print:</b> |  |
| <b>Signature:</b>       |  |
| <b>Date:</b>            |  |

*GDPR Notice: Thank you for completing this booking form, your details will be held on Colne Town Council records for seven years as per HMRC guidelines.*



## **Colne Town Council Terms, Conditions and & regulations for hire of Primet Community Centre**

1. Primet Community Centre is let on the understanding that any member of staff has the right of entry at any time to the area hired
2. The times booked should be always adhered to or further charges will be applied.
3. Should the member of staff that opens the Community Centre for one off bookings, before the function or hire commences, believe it is likely to prove of an objectionable and undesirable character, they have the full power to cancel the booking, return the hire fees and not to be liable to pay any compensation.
4. Regular hirers must pay monthly in advance. A non-refundable deposit as stated is payable for all other bookings and the balance must be paid 4 weeks prior to the day of the function.
5. A security bond of £50 may be payable at the time of booking (at the Town Council's discretion) and this will only be refundable on satisfied inspection of the area used after the event.
6. No access will be given to the premises prior to the booking, the times you book must allow for set up and pack down and cleaning leaving the Community Centre as you found it.
7. All Catering and Drink requirements being supplied by the Town Council must be booked and paid for 4 weeks prior to the booking.
8. Damage – The hirer will be responsible for the cost of repairing any damage caused, replacing furniture or fittings lost or damaged, or for deep clean of the building if unnecessary mess is caused. In event of this the security bond if applied may be held back to cover these costs.
9. Conduct – The hirer will be responsible for the proper conduct of persons using the Centre.
10. Loss of property – The Town Council does not accept responsibility or liability for any damage or loss of property of things that are placed and left upon the premises whilst the Community Centre is being hired.
11. Fire Risks – The hirer should make themselves familiar with the fire procedures for the Community Centre and inform Town Council staff at the time of booking of any factor which involves extra fire risks.
12. Indemnity – The hirer shall indemnify the Town Council against all claims, demands, actions or proceedings in respect of the default or injury caused by or to any person which shall occur whilst the person is in or upon Town Council property or arise from an accident whilst at the premises, or in respect of any loss or damage suffered or sustained by any person.
13. The hired room, foyer and toilets is the only area to be used by the hirer and accepts all other rooms will be either locked or classed as out of bounds unless a request is made.
14. Gambling of any kind is strictly prohibited.
15. The use of confetti and glitter is prohibited in the Community Centre unless agreed with the Council at the time of booking. (Extra cost may be applied)
16. The sale of alcohol of any kind is strictly prohibited without prior consent and the appropriate license.

17. Groups – All groups working with young people should have their own insurance and staff checks e.g. DBS checks. The Town Council takes no responsibility for this and recommends if unsure you seek appropriate advice.
18. The hirer accepts these terms and conditions on the basis that he/she as named will be held fully responsibility during the hire period.
19. If you need to cancel your booking for whatever reason you must give at least 14 days clear notice prior to your booking, failing to do so will result in full payment required for the booking.