

**DEEPINGS COMMUNITY TRUST LIMITED**



The Deepings Community Centre  
2 Douglas Road, Market Deeping, Lincolnshire, PE6 8PA – 01778 381770  
[www.deepingscommunitycentre.org.uk](http://www.deepingscommunitycentre.org.uk)  
Registered in England & Wales No: 3975065 Registered Charity No. 1086907

**BOOKING FORM**

Please complete the form below in BLOCK LETTERS and complete ALL sections, even if you have previously used our facilities

<b>ORGANISATION:</b>	
<b>ADDRESS:</b>	
	Post Code:
<b>DETAILS OF PERSON MAKING THE BOOKING</b>	
Name:	Position:
Email:	TELEPHONE NO:
<b>DETAILS OF CONTACT ON THE DAY</b>	
Name:	Position:
Email:	TELEPHONE NO:
<b>ROOM OR FACILITY REQUIRED:</b>	
Has the availability of the room been checked beforehand? <b>YES/NO</b>	
<b>DAY(S)/DATES(S) REQUIRED:</b>	
<b>TIMES REQUIRED:</b>	
<b>EQUIPMENT REQUIRED: (must be specified on this form):</b>	
Is use of kitchen required: <b>YES/NO</b>	
<b>ESTIMATED NUMBERS ATTENDING:</b>	
Does anyone attending need our assistance with wheel chair access? <b>YES/NO</b>	
<b>HIRE FEES:</b> £	Cheques to be payable to The Deepings Community Trust Ltd

I confirm that I have read and understood the terms and conditions of hire of the Deepings Community Centre as specified on the Deepings Community Centre website or printed on separate page available at Reception.

- I have checked the room and equipment, and I am satisfied that the state of both are suitable for our purpose.
- I will advise if I require assistance due to infirmity or disability at least 24 hours beforehand.
- Charges to be settled as per Terms and Conditions.
- I understand it is the hirer's responsibility to move chairs and tables to required positions within the room.
- No furniture is to be removed from other rooms.
- All crockery must be washed up and returned to correct cupboards.

SIGNED:.....DATE:.....

## DEEPINGS COMMUNITY CENTRE – TERMS AND CONDITIONS OF HIRE OF FACILITIES

### 1. BOOKINGS

- a) All bookings for room hire must be made on the official booking form obtained from Reception or on a downloaded pdf file from our website. Bookings can also be made online using the special form.
- b) Weekend bookings are subject to approval by the Directors and are subject to a surcharge.
- c) Hire for a children's party is possible subject to the following:
  - Bookings are for weekends only.
  - All children must be under the age of 8 years on the day of hire.
  - Parties must finish by 6pm.
  - All rubbish to be removed from the premises.
- d) Bookings made verbally (eg telephone) will be held for 7 days awaiting confirmation on the official Booking Form.

### 2. PAYMENT

- a) SINGLE BOOKING Payment to be made as follows:
  - For bookings totalling over £35, a non-refundable deposit of £15 is required.
  - For a total of £60 or over a non-refundable deposit of £25 is required.
  - Balance to be settled on the day of hire, unless specifically agreed by a Director in advance.
- b) REGULAR BOOKINGS Payment for use of specific rooms covering periods longer than 3 months will be by agreement.
- c) Cheques to be made payable to The Deepings Community Trust Ltd or by cash or BACS. (Bank details on request)

### 3. CANCELLATION

- a) HIRER: - Seven days notice is required, otherwise the total fee will be charged. Cancellations must be made in writing (email address: [bookings@deepingscommunitycentre.org.uk](mailto:bookings@deepingscommunitycentre.org.uk))
- b) DEEPING COMMUNITY CENTRE: - The Directors reserve the right to refuse or cancel any booking for any reason whatsoever without being bound to give any reason. The Directors will not as a result of this right incur any liability for breach of contract, or be held liable for any expenses incurred by the hirer either directly or indirectly for such refusal, termination or cancellation.

### 4. FEES

Fees are as published and may be varied by the Deepings Community Trust Ltd without notice.

### 5. DAMAGE

- a) The hirer agrees to leave the facilities hired in the same condition as they were at the start of the hire.
- b) The hirer shall indemnify The Deepings Community Trust Ltd on demand for the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of or incidental to the hire.

### 6. INDEMNITY IN RESPECT OF THIRD PARTIES

The hirer shall indemnify The Deepings Community Trust Ltd from and against any claim of damages, cost or expenses which may be made against The Deepings Community Trust Ltd in respect of any personal injury or loss of or damage to property sustained by any person occurring during, or in consequence of, the hire, unless as a result of the defective condition of the Community Centre or its equipment or the negligence of The Deepings Community Trust Ltd, its agents, officers or servants.

### 7. INSURANCE AND FEES

It is the HIRER's responsibility to have effective insurance cover for their use of the Community Centre, to hold a current licence for playing music and to settle any Performing Rights Fees.

### 8. RESPONSIBILITY OF HIRER

The hirer shall observe all instructions issued by The Deepings Community Trust Ltd concerning the Community Centre. Normally hirers are responsible for setting up and taking down the chairs and tables and any other equipment. However if for any reason of infirmity or disability, you require help please advise us and we will endeavour to make other arrangements. All portable electrical equipment brought into the building that is over one year old, must be certified as safe by a qualified electrician (PAT tested). An official sticker to confirm this should be affixed to the appliance.

### 9. ADMISSION

The Deepings Community Trust Ltd reserves the right at its absolute discretion to refuse admission or to evict any person.

### 10. PHOTOGRAPHS

Photographs taken within the Centre require prior approval by Directors.

### 11. ANIMALS

No animals may be admitted to the Community Centre except guide dogs or listening dogs.

**12. REFRESHMENTS**

Vending machine is available for use, and three kitchens are available but their use must be requested on the Booking Form. All crockery must be washed up and items returned to their correct cupboards.

**13. BREACH OF CONDITIONS**

Any breach of conditions The Deepings Community Trust Ltd may terminate any hiring forthwith.

**14. CHANGES OF TERMS AND CONDITIONS**

Deepings Community Trust Ltd reserves the right to amend these Terms and Conditions without notice.

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