

# BOOKING FORM

**Please complete ALL sections in BLOCK LETTERS**

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| <b>ORGANISATION:</b>   |
| <b>PERSON MAKING BOOKING:</b> Name: _____<br>Address: _____ Postcode: _____<br>Email: _____ Tel: _____   |
| <b>INVOICE INFORMATION:</b> Is ORDER NO or REF required YES/NO .....<br>Name: _____<br>Email: _____ Tel: _____   |
| <b>ROOM REQUIRED:</b>  |
| <b>DAY(S)/ DATE(S) REQUIRED:</b> <i>Please ensure start and end dates are included and any "holidays"</i>  |
| <b>TIMES REQUIRED :</b>  |
| <b>EQUIPMENT REQUIRED:</b><br>Tables: _____ Chairs: _____ Style: Theatre/Classroom/Block table<br>Equipment: Flipchart stand/Whiteboard/Projector Kitchen: YES/NO (no coffee/tea etc provided) |
| <b>ESTIMATED NUMBERS ATTENDING:</b><br>Does anyone attending need our assistance with wheel chair access? YES/NO   |
| <b>HIRE FEES:</b> <span style="float: right;"><b>NEW Bank details: The Deepings Community Trust Ltd</b><br/>a/c no: 45038203 sort code: 23-05-80</span>  |
| <b>HOW DID YOU HEAR OF THE COMMUNITY CENTRE?</b><br>(eg friend, local magazine – please specify)   |

**PLEASE READ DETAILED TERMS AND CONDITIONS ATTACHED, however some of the important aspects are below:**

- Enquiries to check availability by phone/email are held for **5 working days** – Acceptance of BOOKING FORM by the Volunteer Staff confirms the booking
- Bookings must be made on official BOOKING FORM (either from Reception or website) Bookings made by email will be deemed "signed" upon confirmation from the Centre
- Charges settled as per Terms and Conditions
- Hirer's responsibility to move chairs/tables into position and return them, however we usually set rooms up wherever possible.
- Refreshments - personal drink requirements may be brought in and used in the kitchen (NB next point please)
- ALL crockery must be washed up and returned to correct cupboards.
- Cancellation – **7 days notice** required otherwise full charge will be made.
- Weekend bookings are subject to approval by Directors and subject to surcharge.

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.

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

**PLEASE ENSURE A LEADER/TUTOR OF THE EVENT HAS A COPY OF THE BOOKING CONFIRMATION EMAIL**

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

### 1. BOOKINGS

- a) All bookings MUST be on the official booking form obtained from Reception or downloaded from website.
- 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) Verbal Bookings (eg telephone) will be held for 5 working days awaiting acceptance of the 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 rooms covering periods longer than 3 months will be by agreement.
- c) Cash or BACS. (Bank details see HIRE FEES on page 1 of form – **NEW from May 2022**)

### 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

The hirer agrees to leave the facilities hired in the same condition as they were at the start of the hire.

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

- Regular Users should bring in their own refreshments. Mugs, boiling water, washing up facilities are available. All crockery must be washed up and items returned to their correct cupboards.
- Kitchens are available for small catering but their use must be requested on the Booking Form.

### 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.