BOOKING FORM PLEASE COMPLETE IN BLOCK CAPITALS

**ASHBROOK COMMUNITY CENTRE LETTING AGREEMENT**

NAME & ADDRESS OF ORGANISATION BOOKING THE COMMUNITY CENTRE:

TELEPHONE NUMBER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PURPOSE FOR WHICH THE CENTRE IS REQUIRED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE REQUIRED: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TIME REQUIRED: FROM \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Please ensure that you give yourself enough time to ‘set up’ and ‘clear away’ leaving the Centre clean and tidy in readiness for the next user(s). Failure to leave the Centre in a tidy manner, will incur further costs, please see points 4 and 5 of the terms and conditions***.

**Charge per hour**

0900hrs to 1800hrs - £10.00 per hour (minimum booking 2 hours

1800hrs to 2300hrs - £12-50 per hour (minimum booking 2 hours

Whole day and extended weekend rates by arrangement

The hall must be vacated by 11-00pm. Payment to be made in full prior to the booking

**Other Fees**

£60-00 per day (0900hrs to 1700hrs) including the use of the kitchen for DRINKS only.

Any other time please see Parish Clerk for Fees. (Wedding Receptions, Christmas Period i.e. Christmas Day, Boxing Day, New Year’s Eve and New Year’s Day will be charged at a different rate).

If the FULL USE of the Kitchen is required i.e. cutlery and place settings for 50 people – there will be a charge of £10-00 extra – please speak to The Booking Clerk to make arrangements

Under the terms of this agreement, I/We agree to abide by the regulations.

Signed\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sarah Kitchener - Parish Clerk

The Parish Hall, Church Street, Ockbrook, Derbyshire, DE72 3SL

Telephone Number: 01332 664100/07860 702904

Email clerk@ockbrookandborrowashparishcouncil.gov.uk

**Terms and Conditions of Hire**

1. Bookings are only acceptable when made on this official booking form by a responsible adult. The Centre Trustees reserve the right to refuse, cancel or impose special conditions where appropriate to any booking.
2. The person signing the booking form is responsible for the Health and Safety of all persons during the hire period. You should make yourself aware of the Fire Evacuation Doors and the location of First Aid Boxes. This information can be found on the Entrance Lobby Notice Board. If alcohol is consumed, you will be responsible for the prevention of excessive and underage consumption. If this condition is found to be breached the Police will be informed immediately.
3. Single bookings must be accompanied by this completed hire form and all due monies and deposits. They cannot be accepted less than 14 days in advance. In the event of a cancellation, hire charges and deposits may be refunded if made more than 14 days prior to the event. Cash or Cheques should be deposited with the Parish Clerk.
4. Opening and Closing the Ashbrook Community Centre: For single bookings the Centre will be opened for you and closed afterwards, details will be given at the same time as your booking is confirmed. For block bookings you will be provided with your own keys and entry code, details will be given along with your booking confirmation. Please ensure that any outside caterers/entertainers are aware of the hire period and that they will not be able to enter before or remain after the hire period**. You should include setting up and clearing away time in your booking to avoid clashes with other users.**
5. **Please ensure the facilities are left in a clean and tidy state. All recyclable waste may be placed in the recycling (blue) bin outside the kitchen. All food and non-recyclable waste should be placed in the Black bin outside the kitchen. CHARGES will be imposed IF the facilities are not clean and tidy, IF this charge is not paid ALL FUTURE bookings will be cancelled**. Please make sure you bring your own tea towel and bin bags.
6. Safety: The Ashbrook Community Centre has a Non-Smoking Policy. This is a legal requirement. In the event of a fire, the Centre should be evacuated in an orderly manner using the appropriate exists. The Fire Brigade should be called by dialling 999. The exact location of the fire exits and fire extinguishers must be noted before the Parish Hall is occupied. This information can be found on The Lobby Notice Board.
7. Car Parking is at the front of the building. Organisations are required to ensure that members do not block the public roads or the access for emergency vehicles. After use, the gates to the rear car park must be closed.
8. Consideration for Others Please leave quietly at the close of your event. Car doors banging and loud talk in the car park are disturbing to local residents. Complaints could jeopardise any future bookings you might make.
9. Regular users need to give two weeks’ notice if they do not require they regular bookings**. If this notice is not given you will be charged for the session**.