



Market Place, Crook, County Durham. DL15 8NE

Registered Charity No. 1207062

Tel: 01388 765182 - 07740 549512

Email: CrookCommunityCentre@gmail.com

info@cc-centre.org

Web: cc-centre.org



CrookCommunityCentreCrook



crookcommunitycentre

EVENT/PARTY/ROOM HIRE BOOKING FORM

Group/ Organisation/Business Name.....

Contact Name.....

Address.....

.....Postcode.....

Tel No.....Email:

BOOKING INFORMATION

Please describe purpose of hire.....

Date(s).....

Time(s).....

Rooms Booked Meeting Room ☐

Main Hall ☐

Kitchen ☐

Details & Cost

If you intend to have any of the following during your booking (Tick all that apply)

Bouncy Castle - PIPA/ADIPS/RPII certification required <input type="checkbox"/>	Received YES / NO / NA
Electrical Equipment - PAT certification required <input type="checkbox"/>	Received YES / NO / NA
Entertainer/s - Public Liability required <input type="checkbox"/>	Received YES / NO / NA
Selling of alcohol - Relevant licence required <input type="checkbox"/>	Received YES / NO / NA
Other(s) <input type="checkbox"/>	Received YES / NO / NA
All external providers should provide proof of Public Liability Insurance	Received YES / NO / NA

It is the responsibility of the hirer to arrange all adequate qualified First Aid cover for their group/event and to ensure that first aid kits are provided and ready for use where necessary

I agree to abide by the conditions of hire printed on the reverse which we have read and recieved a copy.

Signature.....

All information given on this form will be stored in a safe secure place.

No information on this form will be passed to any third party.

Booking Forms and fees to be sent to Crook Community Centre



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Community Centre Conditions of Hire.

CCC will be known as Crook Community Centre throughout these conditions of hire.

The Hirer	<p>For the purposes of this Agreement, the person signing the hire application form shall be deemed as the 'Hirer'.</p> <p>No person under the age of 18 shall be entitled to be the 'Hirer'.</p> <p>The Hirer is responsible for the Centre during their period of hire.</p>
The Purpose	<p>The Hirer may use no part of the premises for any purpose other than that requested. The Hirer must not sublet the premises or any part of it.</p>
Charges	<p>Hire Fees & Charges are set out by CCC and reviewed annually.</p>
Booking Process	<p>A booking form must be completed by the Hirer and returned to CCC.</p> <p>All one off bookings remain provisional until payment of the full amount of the hire fee is made, this should be received at least five working days in advance of the date of hire.</p> <p>Bookings made by regular user groups may be invoiced after the event, but this will be at the CCC's discretion.</p> <p>If an account accrues arrears, future bookings may be refused until the account is settled.</p>
Cancellation	<p>Cancellations must be reported to the CCC at least 3 working days prior to the date of hire in writing. If notification is not received, the Hirer will be required to pay for the booking in full.</p>
Admission	<p>CCC reserves the right as its absolute discretion to refuse the admission of, or evict from premises, any person.</p> <p>CCC shall have the discretion to restrict the numbers of persons using the facility and at no time shall such numbers be allowed to exceed any limit that is set by the CCC.</p>
Supervision	<p>The Hirer is responsible for:</p> <p>The administration and organisation of an event.</p> <p>Ensuring all necessary documents are provided to CCC at least 5 working days before the event.</p> <p>The conduct and behaviour of those persons attending.</p>
Damage	<p>The Hirer shall be responsible to pay the CCC for the cost of repairing or making good any loss or damage (fair wear and tear excepted) arising out of, or incidental to the hiring. This includes the fixtures, fittings and contents of the premises.</p>
Cleaning	<p>The Hirer shall leave the premises and equipment in a clean and tidy condition. Rooms should be cleared, tables and chairs neatly stacked away to the side before and after every session.</p> <p>Costs incurred for additional cleaning required resulting from the booking will be charged to the Hirer retrospectively.</p>
Loss of property	<p>CCC will not under any circumstances accept responsibility or liability in respect of any damage to or loss of property, articles or other items whatsoever placed or left upon the premises by the Hirer.</p> <p>Hirers do not have any rights to storage within the community centre. Any requests to store equipment will be considered at the discretion of the CCC.</p> <p>Any equipment that is stored by the Hirer on the premises, remains the sole responsibility of the Hirer, including insurance, loss or accidental damage.</p>
Smoking	<p>Smoking is prohibited. It is a criminal offence to smoke within public premises.</p>
Alcohol	<p>The consumption of alcohol is prohibited in the centre if the hirer has the appropriate licence</p>
Gambling	<p>Unlicensed collection, games of chance, sweepstakes or lotteries nor any betting may not be conducted on the premises without the appropriate licence</p>
Electrical items	<p>The Hirer is responsible for ensuring that any electrical equipment used is in a safe condition and complies with current electrical safety guidelines.</p> <p>Electrical equipment used in conjunction with the hire more than 12 months old requires a portable appliance test certificate. This must be evidenced to CCC at least 5 working days before the booking.</p>
Inflatables	<p>Internal use of inflatables will be allowed subject to suitability of the inflatable to the room hired.</p>
The hirer	<p>Responsible adult supervision is essential throughout</p> <p>Provide written evidence of current public liability insurance policy with a limit of indemnity of at least £5,000,000.</p> <p>the bouncy castle should have been tested by a certified body such as the PIPA or ADIPS</p> <p>Ensure all inflatable play equipment is currently registered with an accredited scheme.</p> <p>Provide proof of accreditation at least 5 working days prior to the date of booking.</p>
Smoke machines	<p>Smoke machines are strictly prohibited as they may interfere with fire detection systems.</p>
Catering	<p>Hirers may Hire the use of the kitchen facilities for providing hot and cold beverages etc for members of their own group.</p>
CCTV	<p>CCC utilises CCTV for the protection of staff and members of the public and to support key-holders. If you would like any further information on the system, please contact the CCC.</p> <p>Should a third party wish to view data they should complete a Subject Access Request form, available from CCC who will deal with your enquiry. This includes enforcement authorities.</p>
Health and safety	<p>The Hirer must abide by all Health and Safety notices on the premises</p> <p>Activities requiring Risk Assessment should include both site and task risk assessment where necessary.</p>
Other	<p>The Hirer must obtain in advance, the permission of the CCC to display any flag, emblem, or other decoration both inside and outside of the premises.</p> <p>CCC reserves the right to withdraw this permission at any point thereafter.</p> <p>The Hirer must not display items upon the walls, fixtures, or fittings of the premises by way of any means (such as pins, nails, tacks) without firstly obtaining the permission of the CCC.</p> <p>Hirers shall ensure all items of stage costume and scenery are fire proofed.</p> <p>CCC will not allow the hiring of a centre (or rooms within a centre) by any organisation or individual whose purposes or aims for the period of hire include the promotion of views which are, or in the CCC's opinion, detrimental to the CCC policies for the promotion of social justice, equality, diversity and human rights.</p>