

**WOODCOTE COMMUNITY CENTRE ASSOCIATION**

The Old School House, Reading Road Woodcote, RG8 0QY

**Contract for Hire / Booking form**

Hirer or Organisation ... Contact tel. No.....

Address .....Email.....

wish to hire the following facilities on the .....(date of hire):-

Room	Hire Charge	Max. Nos.	Times Required
Wasps Nest*	£4.00/hour	6	.....hours to .....hours
Rally Room *	£5.00/ hour	12	.....hours to .....hours
Lions Den * (Inc. use of kitchen)	£6.00 / hour	35 seated or 50 standing	.....hours to .....hours

(\* Delete as necessary)

**Do you have PUBLIC LIABILITY INSURANCE ? YES / NO** (delete as necessary)

Total Cost of Booking: - £..... Reason for booking (e.g.Meeting):- .....

A discount may be made to local charitable groups on request.

A small charge will be made for use of the projector, please enquire prior to booking.

**THE COMMITTEE** agrees to permit the hirer to use those premises during those times subject to their "Standard Conditions of Hire" set out below and to the payment of the amount above.

**THE HIRER** hereby undertakes to comply with all these conditions. In order to secure the booking payment must be made ASAP and at least 24 hours prior to booking.

**PAYMENT - Please send a cheque, made payable to "Woodcote Community Centre Association", to: - Julie Turner, 146 Wayside Green, Woodcote, Nr. Reading RG8 0QJ. If you prefer to pay on-line please email for bank details.** If you require a receipt, please tick box

Please read the "Standard Conditions for Hire" before signing this agreement.

**Standard Conditions for Hire**

1. The premises shall be used by the hirer only for lawful purposes.
2. The hirer must be over 18 years of age and must be present at The Community Centre for the entire period of the booking.
3. The hirer must comply with Health & Safety Policy – copy provided on request
4. The hirer shall not sub-let the premises or any part thereof.
5. The hirer shall during the period of hire be responsible for the supervision of the building and its contents and equipment, the behaviour of persons using and leaving the premises and the parking of cars to avoid obstruction.
6. The hirer is responsible for leaving The Centre in a clean and tidy state and for putting back any furniture moved from its original position. Ensure chairs are stacked safely. A vacuum cleaner and cleaning materials are provided. The kitchen must be left clean and all cutlery and crockery must be washed up and put away. All refuse must be taken away – **not** left for disposal by the Committee.
7. The hirer may be liable for an extra charge if additional cleaning is required following the booking.
8. The hirer shall ensure the building is secure on departure and that all internal lights are turned off (unless another user is in the building). All windows must be closed and the front door deadlocked i.e. not just closed on the latch lock.

9. The hirer must report any fault, damage, breakage, accident or other situation which might cause injury and cannot be rectified immediately to **mail@enquirieswoodcotecc.org.uk** within 24 hours of the booking.
10. Where equipment is damaged, a notice should be placed on it warning that it is not to be used.
11. The hirer may be liable for the cost of any damage or breakage caused by the users during the booking period.
12. The hirer is responsible for the safety of the hirer's party while in the Centre or in its grounds. i.e. ensuring the safety of children in the garden area and the use of the URN. All spillages must be cleared and any leads or wires must be covered to ensure they do not cause a trip hazard. Children are strictly forbidden in the kitchen.
13. The hirer shall during the period of hire ensure that the emergency exits are kept clear and shall acquaint themselves with the location and operation of the fire-fighting appliances (see plan overleaf).
14. The Committee is not responsible for any loss or damage to the personal belongings of the hirer's party.
15. The Committee reserves the right to enter the premises without prior notice at any time during the period of hire.
16. The hirer shall be responsible for obtaining any licences required for the sale and consumption of alcohol on the premise
17. Cancellation charges: - No charge will be made if booking is cancelled with more than 24 hours notice. Less than 24 hours notice to cancel will incur a charge of the full booking fee.
18. The Committee is not responsible for any accident or injury as a result of electrical appliances brought onto the premises. All accidents must be recorded in the Accident Book which can be found in the kitchen.
19. The Hirer shall ensure that decorations are not placed near heat sources or light fittings. Care must be taken if using the step ladder for any decorations.
20. The Hirer shall ensure that no animals (including birds) except guide dogs are brought into the premises, other than for a special event agreed to by the Committee. No animals whatsoever are to enter the kitchen at any time.
21. The Hiring Agreement constitutes permission only to use the premises and confers no tenancy or other right of occupation of the Hirer.

Signed:..... (for the hirer) .....(name - please print) .....(date)

Signed: ..... (for the Committee) .....(date)