

JAMES WEST COMMUNITY CENTRE
BOOKING FORM /INVOICE – Private and Commercial
 Return to: Hailsham Town Council, Inglenook, Market Street, Hailsham BN27 2AE
 (Tel: 01323 841702 Fax: 01323 842978)

Name of Hirer

Name and address of person making the booking:	Contact Name:
	Telephone No. (Day) (Evening)
	Email address

I will be using the Community Hall for the following purpose/event -----

Date: Commencing atam/pm Finishing at..... am/pm

Please delete as appropriate and remember to include setting-up and clearing-up time

FOR MULTIPLE BOOKINGS PLEASE COMPLETE DATES OVERLEAF

FACILITIES AVAILABLE	Peak Rate <i>(After 6.00pm Mon-Fri & all-day Sat)</i>	FEE	Non-Peak Rate <i>(Before 6.00pm Mon-Fri & all-day Sun)</i>	FEE
MAIN HALL (Min 2 hours)	No. of hours ----- @ £22.00 per hour		No. of hours ----- @ £14.00 per hour	
MEETING ROOM 1 (Min 2 hours)	No. of hours ----- @ £12.00 per hour		No. of hours ----- @ £8.00 per hour	
MEETING ROOM 2 (Min 2 hours)	No. of hours ----- @ £10.00 per hour		No. of hours ----- @ £6.00 per hour	
KITCHEN	£10.00		£10.00	
CHANGING ROOMS	£20.00		£20.00	
PUBLIC ADDRESS SYSTEM	£8.00		£8.00	

Total fees – peak = _____
 Total fees – non-peak = _____
 Total charge for hire = £ _____
 Deposit = £ _____
 Total to be paid = £ _____

Please sign this form overleaf

THIS APPLICATION IS APPROVED, AND THE BOOKING CONFIRMED

Signed..... For the Council Date.....

James West Community Centre – Multiple Booking Schedule

Please complete for each booking required

Date	Facility	Start	Finish	Peak	Non/P	Fee	Office Use

Please reserve the above dates, and I agree to pay the agreed fee for the booking or cancellation fee as appropriate.

Signed.....

Date.....

For or on behalf of.....

JAMES WEST COMMUNITY CENTRE - TERMS OF USE

Booking Procedure:

All enquiries should be made at the offices of HAILSHAM TOWN COUNCIL, The Inglenook, Market Street, either in person Mon.-Fri. 9.00 a.m. – 4.00 p.m. or by telephone (841702)

HIRERS MUST BE AGE 18 OR OVER.

Please complete the Booking Form and forward to Hailsham Town Council at the above address. If the Booking is accepted the Form will be returned countersigned on behalf of the Council signifying confirmation of the booking.

It is also agreed and understood that a responsible person will be nominated on each occasion of use under the terms of this agreement to ensure that the behaviour of the participants is compatible with what is reasonable bearing in mind the purpose of the hiring and the requirements of the Public Health and Safety Act 1974.

Capacity:

The capacity of the main hall is 200 people (standing). The capacity of meeting room 1 is 16 people (seated). The capacity of meeting room 2 is 10 people (seated). As a condition of use, the hirer acknowledges and agrees not to exceed those capacity limits.

Deposit:

A deposit will be taken, depending on the type/frequency of usage. The deposit or a proportion thereof will be non-refundable if the hall is left in an unclean state or there is any loss or damage to the premises or any equipment therein. In cases where damage is more than the deposit, the excess will be charged to you. The deposit amount varies on the type of event; the basic deposit amount is £50.00, however if your event involves alcohol the deposit increases to £150.00

Payment:

The payment for the hire plus the appropriate deposit should be made on receipt of the confirmation of the booking by the Council. If payment is not made within 14 days of the confirmation of the booking, the booking will be cancelled.

Bookings made within 28 days of the intended date of use of the hall must be paid in full at the time of making the booking.

Payment for a series of bookings will need to be arranged at the time of the booking.

The Council reserves the right to refer all outstanding invoices to a debt collector.

Use of the premises:

The hirer shall not use the premises for any other purpose than that described on the booking form and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies.

Smoking is not permitted anywhere on the premises

Cancellation by the Hirer:

All cancellations must be in writing, email is permitted. The cancellation date will be the date of receipt not the date of notification.

Cancellation charges apply 30 days before the event and are as follows

30 days or over – no charge; full deposit returned.
29 – 22 days before the event – 75% of deposit returned
21 – 15 days before the event – 50% of deposit returned
14 – 7 days before the event – 25% of deposit returned
Less than 1 week; no deposit returned.

Cancellation by the Council:

The council reserves the right to cancel the booking if payment is not received and to recover the hire charge. The booking is accepted by the Council on the basis that the information supplied is correct. Should any of the information be found incorrect the Council reserves the right to cancel the booking.

In the event of an emergency Hailsham Town Council reserve the right to cancel any meeting/event.

Fire Evacuation Procedures:

The Hall will be evacuated when the alarm sounds. The evacuation zone will be checked by the hirer to confirm evacuation has taken place. The roll call assembly point for the Hall is identified on the evacuation instructions detailed in the Hall.

Kitchen Facilities:

The kitchen facilities include: cups, saucers, plates and cutlery. The cost of any damages or loss will be recovered from the hire. There is to be no hot food preparation in the kitchen. The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations.

Gaming, Betting and Lotteries:

The hirer shall ensure that nothing is done on or in relation to the premises in contravention of the law relating to gaming, betting and lotteries.

Clean and Tidy Condition:

The hirer should ensure that the hall is left in a clean and tidy condition (and should remove rubbish from the hall). Cleaning equipment is stored in the cleaning cupboard.

Alcohol:

The Council's Premises Licence the Hall does not have the necessary provision to permit the sale of alcohol for bookings. Accordingly, you should ensure your event is covered by a temporary Event Notice under the licencing Act 2003 from Wealden District Council Licencing Department; please note there is a charge (approx. £21)

If you fail to obtain the temporary Event Notice you will break the law if you provide alcohol at your event. A copy of the Temporary Event Notice is to be lodged with the Council.

Birthday Parties:

No 18th or 21st birthday parties are permitted and any parties for those aged 17 and under must be supervised by an adult.

Respect our Neighbours:

It is the responsibility of the Hirer to arrive and depart from the premises in accordance with the times stated on the Hire Booking Form. The Hirer and its associates must ensure that their use does not cause a nuisance to any other person or local resident. The Hirer must ensure a timely and considerate vacation of the premises after use.

Loss and Damage:

The Hirer will be held solely responsible in respect to any claims arising, or loss, accident, injury or damage to persons sustained in connection with this event. Any loss or damage to Council property, furniture, fittings, fixtures, flooring, appliances and apparatus in or about the said premises will be charged to you.

No responsibility will be accepted for any damage to, or loss of any property you bring to, or store on the premises.

Alterations:

Nothing is to be driven into or attached in any way to ceilings, walls, floors, furniture or furnishings without prior permission. No writing, painting or disfigurement is to be applied to walls, ceilings or floors.

Public Liability Insurance:

Hirers must make their own provision for public liability insurance.

Additional Permissions:

Permission from the Council is required in respect of the following:

Broadcasting and filming (including videoing and photography etc.)