

# Hailsham Youth Service Centre BOOKING FORM

**Return to: Hailsham Youth Service, The Station Youth Centre, Western Road,  
Hailsham, BN27 3DG (Tel: 01323 841702)**

Name of Hirer .....

Name and address of person making the booking:	Contact Name:
	Telephone No. <span style="float: right;">(Day) (Evening)</span>
	Email address

I will be using the Community Hall for the following purpose/event -----  
 Date: ..... Commencing at .....am/pm Finishing at..... am/pm  
*Please remember to include setting-up and clearing-up time*

**FOR MULTIPLE BOOKINGS PLEASE COMPLETE DATES OVERLEAF**

FACILITIES AVAILABLE		FEE
<b>The Underground</b> (Min 2 hours)	No. of hours _____ @ £25.00 per hour	
<b>The Station Hall</b> (Min 2 hours)	No. of hours _____ @ £20.00 per hour	
<b>Kitchen (and Side Room)</b> (Min 2 hours)	No. of hours _____ @ £10.00 per hour	
<b>Public Address / Sound System</b>	£8.00	
<b>THE MANSE</b>		
<b>Therapy Room 1</b>	No. of hours _____ @ £10.00 per hour	
<b>Therapy Room 2</b>	No. of hours ----- @ £10.00 per hour	
<b>Therapy Room 3</b>	No. of hours ----- @ £10.00 per hour	
<b>Green Room</b>	No. of hours ----- @ £10.00 per hour	
<b>Blue Room</b>	No. of hours ----- @ £10.00 per hour	
<b>Yellow Room</b>	No. of hours ----- @ £10.00 per hour	

Total charge for hire =	£
Deposit	£
Total to be paid	£

***Please sign this form overleaf***



## **HAILSHAM YOUTH SERVICE- TERMS OF USE**

### **Booking Procedure:**

Hirers must be aged 18 years or over.

Please complete the Booking Form and return to Hailsham Youth Service at the above address. If the Booking is accepted, confirmation will be given on behalf of the Youth Service signifying authorisation 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 maximum permitted capacity of 'The Underground' portion of the centre is capped at 150 people, with reference to the Centre's fire safety risk-assessment. The upper floor of 'The Station Youth Centre' has a maximum capacity of 70 people due to the more restricted emergency egress capacity.

### **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.

### **Payment:**

The payment for the hire plus the appropriate deposit should be made on receipt of confirmation of the booking by the Youth Service. 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 Youth Service 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 or Vaping is not permitted anywhere on the premises.

## **Payment details**

Bank details for BACS payment.

Unity Trust Bank	
Account holder:	Hailsham Town Council
Account number:	20463818
Sort code:	60-83-01
Ref:	YC(Surname/Business name)

Alternatively, a cheque payable to; Hailsham Town Council

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 follow;**

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 Youth Service:**

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

In the event of an emergency Hailsham Youth Service reserve the right to cancel any meeting/event.

## **Fire Evacuation Procedures:**

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

## **Kitchen Facilities:**

The kitchen facilities include: cups, saucers, plates and cutlery. The cost of any damages or loss will be recovered from the hire. The hirer shall, if preparing, serving or selling food, observe all relevant food health and hygiene legislation and regulations. The hirer retains all liability for any injury or illness resulting from incorrect

practices involving food production and cooking.

### **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 Centre is left in a clean and tidy condition (and should remove all rubbish from any rooms used). Cleaning equipment is stored in the cleaning cupboard.

### **Alcohol:**

According to the Licensing Act 2003 the Centre does not have the necessary provision to permit the sale of alcohol for bookings. Due to the centre's designated primary use as a Youth Centre, alcohol is not permitted to be bought, sold or consumed on the premises.

### **Birthday Parties:**

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

No smoke machines or glitter bombs are to be used on the site.

### **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 Booking Form. The Hirer and 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 their event. Any loss or damage to Youth Service property, furniture, fittings, fixtures, flooring, appliances and apparatus in or about the said premises will be chargeable to the hirer.

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 Youth Service is required in respect of the following:  
Broadcasting and filming (including; videoing and photography etc.)