# Text  Description automatically generated with medium confidenceCaerwent Community Centre Booking Form

|  |  |
| --- | --- |
| Booking Reference |   |
| Contact Name |  |
| Organisation |  |
| Contact Address |  |
| Telephone Number |  |
| Contact Email Address |  |
| Date required for booking  |  |
| Start time of Hire |  | Finish time of Hire |  | Total Hrs  |  |
| Purpose of Hire |  |
| Approximate Numbers Attending |  |  |  |
| Facilities needed | Sports HallYes/No | Meeting RoomYes/No | Community RoomYes/No |
| Hire Total Hrs  | 0 |  |  |
| Hourly Rate  | £ |  |  |
| Total Hire Price(to be paid as agreed)  | £0 | Invoice requiredY/N | Receipt RequiredY/N |

**Bookings can only be made by the return of this form. If invoices are required please indicate this on returning the form.**

Please see our hire rates online [CaerwentCommunityCentre.co.uk/hire-the-Centre/](http://caerwentcommunitycentre.co.uk/hire-the-hall/)

Returning this form to the booking clerk confirms that you have read a copy of our Terms and Conditions of Hire and have understood them and agree to abide by them.

(Signed) (Print name)

(Organisation) (Date)

Cancellation of any hire agreement will be considered as per our terms and conditions which will be provided at the time of booking

**BOOKINGS CONTACT EMAIL:** **Bookings@CaerwentCommunityCentre.co.uk**



# CAERWENT COMMUNITY CENTRE - TERMS AND CONDITIONS OF HIRE

These Terms & Conditions apply to all persons hiring Caerwent Community Centre as defined below. If there is any doubt as to the meaning of the terms and conditions set out in this document, then a member of the Caerwent Community Centre committee should be consulted prior to the Period of Hire.

For the purposes of these conditions, the following terms shall apply:

“Hirer” shall mean an individual hirer or, where the hirer is a group or an organisation, it’s authorised representative who shall sign the booking form.

“CCC” shall mean Caerwent Community Centre, a registered charity, number 1137235.

“The Centre” shall mean the whole building known as Caerwent Community Centre or any part of it agreed for hire in the hiring agreement.

All applications for hiring the Centre are to be in writing on the form provided and forwarded on completion to the Booking Secretary. The person by whom the application is signed shall be considered the Hirer. The Hirer shall be personally responsible for complying with these conditions and to ensure that the application accurately reflects the total period of hire, including any time deemed necessary by the Hirer in preparing the Centre for an event and clearing up afterwards.

The Period of Hire is defined as the date & time shown above or the time that the Hirer is actually in occupation of the Centre, whichever is the longer period.

It is a condition of hire that a booking form is completed by the intended Hirer. If no booking form is received either in hard copy or electronically via email, the CCC have the right to cancel the booking at any time.

This Agreement is made between the Hirer and CCC as defined in this Agreement. The terms herein will constitute the whole agreement between the parties and any additional terms agreed between the parties must be noted within this agreement.

**1.  BOOKING CONDITIONS**

 1.1 CCC reserves the right to refuse any booking or to impose additional conditions.

 1.2 CCC undertakes to make every effort to honour all confirmed bookings; however, in the event of exceptional circumstances CCC reserves the right to cancel a booking after advising the Hirer. No claims for any losses incurred by the Hirer as a result of such a cancellation will be considered.

 1.3 The Hirer and those taking part in the function must comply with all directions given by the officers of the CCC for the safety and security of the Centre, its contents and all persons using the facilities.

**2.  PAYMENT**

 2.1 Please return the completed booking form with the requisite payment.   Cheques should be made payable to Caerwent Community Centre.  Full payment for hire must be received within 5 days of the booking being taken and, in any event, full payment must be made before the event. CCC reserve the rights to make an additional charge if the Centre is not left clean & tidy. All bookings will be allocated a booking reference number. This number must be quoted in all communications.

**3.  SUPERVISION:**

 3.1 The Hirer must take all reasonable precautions to ensure the safety and security of all parts of the Centre including, furniture, fittings and the fabric of the building.

 3.2 The Hirer must exercise effective control at all times to prevent any dangerous or disorderly conduct*.*

 3.3 The Hirer undertakes to appoint a sufficient number of competent persons, aged 18 or over, to provide adequate supervision throughout the hiring to ensure the provisions and stipulations referred to in the Centre conditions and any applicable licences are complied with.

**4. USE OF PREMISES:**

 4.1 Use of the Centre shall be confined to those hours which have been booked and paid for. Any alteration to these hours should be done by arrangement with the Booking Clerk.

 4.2 The Hirer shall not use the premises for any purpose other than that described in the hiring agreement and shall not sub-hire or use the premises or allow the premises to be used for any unlawful purpose or in any unlawful way, nor do anything or bring onto the premises anything which may endanger the same or render invalid any insurance policies in respect thereof.

 4.3 No activities are permitted to take place which might bring the Centre’s reputation into disrepute. So, for example, a photography class or the exhibition of photographs or video material which might offend public sensibilities will not be allowed and if such activity is not disclosed, the hiring will be cancelled.

 4.4 Insurance for Public Liability is provided as far as the building and any equipment provided by the Centre is concerned. The document "Hirer's Public Liability Proof of Cover” is displayed on our website and the Centre’s notice board as further clarification. You must carry any insurance that you consider appropriate for any of your activities.

**5.  CARE OF PREMISES AND PROPERTY:**

 5.1 No application will be accepted from any person under the age of 18.

 5.2 The Hirer will be responsible for any damage, loss or breakages caused to the building or its contents during the letting.

 5.3 The hirer must ensure that the Centre is left clean following the letting. In the cupboard in the disabled toilet are Mops, buckets, brushes, etc for use at the end of the session.

**6.  LIABILITY:**

  6.1 CCC accepts no responsibility or liability in respect of damage to, or loss of, any property or items whatsoever placed in or left on Centre premises, including the car park.

 6.2 CCC accepts no liability for any injury sustained by the Hirer, their guests or other persons attending the function for which the premises have been hired.

**7.  ACCESS BY CCC MEMBERS:**

  7.1 CCC reserve the right, if and only if deemed necessary, to enter the Centre at any time during the hire period.

**8.  ALCOHOL:**

  8.1 No alcohol (except bottled raffle prizes for fetes, bazaars etc.) may be bought, sold or consumed on any part of the premises

**9.  GAMING, BETTING & LOTTERIES**

 9.1 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.

**10.  REMOVAL OF PROPERTY**

  10.1 Property belonging to the Centre must not be removed from the premises under any circumstances. No equipment is to be taken outside the building except by specific approval of CCC or their agents.

**11.     MAXIMUM NUMBER**

 11.1 The Hirer must ensure that the number of persons attending the event will never exceed 160 persons.

**12.  FIRE SAFETY PRECAUTIONS:**

  12.1 A copy of the document entitled “Fire Precautions & Procedures” is available on the website and just inside the entrance door on the left. The Hirer undertakes to comply with its provisions, which form part of the Terms and Conditions of hire. This document also includes details of the Fire Alarm provisions and operation.

It is important that you read and act on its contents should the need arise.

 12.2 No smoking is allowed in any part of the Centre. This includes e-cigarettes/vaping. A

dedicated smoking area exists outside the building.

**13.  SAFETY OF ELECTRICAL EQUIPMENT:**

 13.1 All electrical equipment brought into the Centre by the Hirer must comply with current electrical safety standards.

**14. CAR PARKING:**

 14.1 Parking facilities are limited and it is advisable to ensure that cars are parked in an orderly manner to ensure maximum usage.

 14.2 The speed limit in the car park is 5 miles per hour.

 14.3 Parking is at owner’s risk. CCC accepts no responsibility for loss or damage caused to vehicles or their contents.

**15. HEALTH, SAFETY & FOOD HYGIENE:**

 15.1 The Hirer shall, if preparing, serving or selling food, observe all relevant food, health and hygiene legislation and associated regulations.

 15.2 The Hirer shall ensure that no animals (including birds and reptiles) except Guide Dogs are brought into the building, other than with special approval of CCC. At no time shall animals be allowed to enter the kitchen.

 15.3 The Hirer shall be responsible for ensuring that the kitchen and any kitchen equipment are cleaned at the end of the hire period.

**16. ACCIDENTS & DANGEROUS OCCURRENCES:**

 16.1 The Hirer must report all accidents/incidents involving injury to the public to a member of the CCC as soon as possible and complete an entry in the Accident Book which can be found with the First Aid in the Kitchen.

 16.2 Children are not allowed to enter the kitchen unsupervised at any time.

 16.3 Any spillages must be cleared up immediately to prevent accidents.  Equipment for this can be found in the cupboard within the disabled toilet.

 16.4 Tables and chairs must be stacked carefully and not above chest height e.g. multiple chairs.

 16.5 The Hirer must take full responsibility for First Aid cover. A first aid kit is available if required in the Kitchen. Please update us if items from the kit are used so that we can replace them. A defibrillator is located on the wall outside the entrance to the Centre in case of emergency.

**17. COMPLIANCE WITH LEGISLATION & LICENCES**

 17.1 It is the Hirer’s responsibility to obtain any relevant licenses and insurances and to abide by the terms of them, as the Centre is not licensed for regulated entertainment.

 17.2 The Hirer must ensure that the number of persons attending the event will comply with relevant licenses.

 17.3 The Hirer must ensure that they have the right to perform any copyright material. By signing the booking form the Hirer indemnifies CCC against any liabilities for infringement of copyright.

 17.4 Safeguarding Policy - Acceptance of the Community Centre’s safeguarding policy is part of the agreed contract taken out on hiring the Centre. A copy of this policy is available on the Community Centre website and will be displayed for the attention of all on the Centre’s notice board.

**18. NOISE AND NUISANCE**

 18.1 The Hirer must ensure that nothing is done that will cause nuisance or annoyance to the occupiers of properties in the vicinity of the Centre.

 18.2 The Centre must be vacated by midnight unless permission for later use has been sought from and granted by the Committee.

**19. TIDYING THE CENTRE AFTER USE**

 19.1 All parts of the Centre must be left in a clean and tidy condition and the Hirer is requested to ensure that the condition of the Centre as far as possible is left as found on arrival. All rubbish should be placed in appropriate refuse bags and taken away by the Hirer. In the cupboard in the disabled toilet are Mops, buckets, brushes, etc for use at the end of the session.

 19.2 If any furniture has been moved, it must be placed back where it was found.

 19.3 Ensure that any heaters and lighting are switched off prior to leaving, including all water heaters in the Kitchen and Toilets.

 19.4. The hirer is responsible for locking the premises and returning the key to the keysafe. Ensure that all doors, including Fire Doors, and windows are closed, and locked.

When leaving in darkness please pay attention to the instruction concerning the time delay switch for the exterior lights situated at the switch by the front entry door.

**20. RETENTION OF DATA**

 20.1 Any data provided by the hirer in relation to the booking of Caerwent Community Centre will be retained for a period of 12 months from the date of the booking. Information provided is not shared with any third-party organisations and is held securely until deletion. No financial information is retained as part of the booking process.

**21. CANCELLATION**

The Hirer agrees that if they cancel their booking within 4 weeks of the booking date then the Hirer will be required to pay the agreed hire amount.