

LENHAM COMMUNITY CENTRE
Entrusted to Lenham Parish Hall Committee – Registered Charity No. 302784

BOOKING FORM
To be returned by Hirer within 14 days of receipt

THIS AGREEMENT is between Lenham Community Centre Committee and the Hirer
The Committee agrees to permit the Hirer to use Lenham Community Centre for the period(s)
described below -

Date of agreement

LENHAM COMMUNITY CENTRE AUTHORISED REPRESENTATIVE - Margaret Mitchell

Address – **12 Groom Way, Lenham, Maidstone, Kent. ME17 2QT**

Telephone – **01622 853800 (between 9-11am Monday to Friday) or 01622 858581 (out of office hours before 6.00pm)**

HIRER	ADDRESS FOR INVOICE PURPOSES
Authorised Representative
Address
.....
Telephone.....	email.....

ACCOMMODATION REQUIREMENTS

Main Hall/Osborne Room/James Hatch Suite/Appleton Room/Project Room (please delete as necessary)

HIRE FEE:	TOTAL	£	
	LESS DEPOSIT (25%)	£	Payable on return of booking form
	BALANCE	£	Payable on or before conclusion of the event for which the Community Centre is hired (the deposit having been paid on signature of booking form)

NOTE in addition a special deposit may be required.

If you require tables/chairs to be put out for your function we would be happy to do so at a charge of £20 for Main Hall/£10 for Committee Rooms – please tick []

If you require the Public Address System in the Main Hall at a charge of £20 please tick []

Will you be using the kitchen for catering yes/no

PURPOSE OF HIRING /TITLE OF MEETING.....

IF THIS BOOKING IS FOR A PARTY PLEASE SEE SEPARATE SHEET

Is alcohol to be consumed in the Community Centre?.....

If 'Yes' is alcohol being sold?..... Have you applied for a liquor licence?.....

If you are having a licensed bar – please send a copy of the Temporary Event Notice to the Centre office at least 7 days before the booking.

THE ATTENTION OF THE HIRER IS DRAWN TO PARAGRAPH 3 OF THE STANDARD CONDITIONS OF HIRE

PERIOD OF HIRING Date(s)

Hours: - From To

CHAIRS AND TABLES ETC.

If chairs and tables etc. are left out after your booking a charge of £10 will be added to the fee unless a previous agreement has been made.

The hirer agrees with the Committee to observe the provisions and stipulations contained or referred to in the Standard Conditions of Hire currently in force, together with any Additional Conditions set out below as well as any Condition and Restriction relating to public entertainment and stage plays laid down by the Local Authority which may apply.

If the fire alarm sounds hirers are responsible for ensuring their attendees are safely evacuated from the building and a roll call taken.

If hirers wish to enter the building before the time stated on the booking form please advise the Secretary two working days beforehand.

LENHAM COMMUNITY CENTRE IS A NON-SMOKING ENVIRONMENT

A Hire Fee which is not paid in full within 28 days of the end of the Hiring Period will be considered by the Committee as an **Overdue Account** for which the Hirer will be charged interest on the outstanding monies at 2% per month.

ACCIDENTS

Any accident **MUST** be entered into the accident book which is situated either in the Main Hall kitchen or the Osborne Room.

Claims to the Committee will not be considered if the incident is not entered into the accident book at the time or the Committee notified within 24 hours.

Signed (Hirer)

For Lenham Community Centre

October 2011