

# LENHAM COMMUNITY CENTRE

REGISTERED CHARITY NUMBER 1166995

## REGULAR HIRER

**BOOKING REFERENCE: 23/**

### HIRE AGREEMENT

**THIS AGREEMENT**

Is between the Trustees of Lenham Community Centre and the Hirer and permits the Hirer to use Lenham Community Centre for the period(s) and purpose(s) previously described

*Private hirers please insert name – other concerns please give organisation & department where applicable*

<b>HIRER</b>	
REPRESENTATIVE	
TITLE	
ADDRESS	
TELEPHONE	
EMAIL	
INVOICE ADDRESS	

**SIGNED**

*(Hirer or Signatory)*

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**DATE**

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### LENHAM COMMUNITY CENTRE

<b>AUTHORISED REPRESENTATIVE</b>	Executive Trustee or Secretary to the Trustees
<b>ADDRESS</b>	Lenham Community Centre 12 Groom Way, Lenham, Maidstone ME17 2QT
<b>TELEPHONE</b>	01622 853800 (09:00 – 12:00 Monday to Friday)
<b>EMAIL</b>	bookings@lenhamcommunitycentre.org.uk

**SIGNED**

*(Lenham Community Centre)*

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**DATE**

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To confirm booking/s please complete & return this form within 3 days of receipt (see condition 6)

HIRER		
START DATE	PERIOD OF HIRE (see condition 27)	PURPOSE OF HIRE (see condition 3)
DAY OF HIRE	FREQUENCY	OCCURRENCE
	eg: weekly	eg: term-time

### SPECIAL REQUIREMENTS FOR YOUR GROUP

eg: do you like tables and chairs laid out for your group

ACCOMMODATION REQUIREMENTS <i>please indicate with an x</i>	MORNING	AFTERNOON	EVENING	CHAIRS & TABLES	KITCHEN	PUBLIC ADDRESS	PROJECTOR	FLIP CHART	ALCOHOL	HIRE BAND	TOTAL COST
MAIN HALL (max 200 seated)											
OSBORNE ROOM (max 40)					/	/					
JAMES HATCH SUITE (max 30)					/	/					
APPLETON ROOM (max 20)					/	/					
PROJECT ROOM					/	/					
<b>HIRE FEES</b> (see Hire Rates)											
<b>BALANCE DUE</b>	see Overdue Hiring Fees on page 3										

<b>BANK DETAILS</b>	account name: Lenham Community Centre	sort code: 30-99-15 account no: 26224768	Ref as invoice
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<b>DATA PROTECTION</b>	Please confirm that you are happy for the information in this booking form to be kept for a maximum of 2 years (mark with an x)	x
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### NOTES FOR THE HIRER

#### LENHAM COMMUNITY CENTRE IS A NON-SMOKING ENVIRONMENT

CONSUMPTION OF ALCOHOL	A £10 licensing fee will be charged when alcohol is to be sold / consumed
OPENING TIMES	The Centre will not be open until 15 minutes before your stated time
CHAIRS & TABLES	£10 will be charged if chairs and tables are left out after a booking unless a previous agreement has been made
FIRE ALARMS	Hirers are responsible for ensuring those in attendance are safely evacuated to the car park assembly point and a roll call taken
OVERDUE HIRING FEES	If not paid in full within 28 days of hiring, the outstanding balance will incur an additional 2% per calendar month until the account is settled
ACCIDENTS	Must be reported within 24 hours and entered in the Accident Book which must be signed by both parties – otherwise claims will NOT be considered
WALLS & FLOORS	Please do not stick anything to the walls or floors or use glitter at parties
PROVISIONAL BOOKINGS	All provisional bookings must be confirmed within 3 working days

April 2020

<b>FACILITIES &amp; EQUIPMENT HIRE</b>	<b>CHAIRS &amp; TABLES</b>	<b>KITCHEN</b>	<b>PUBLIC ADDRESS</b>	<b>PROJECTOR &amp; SCREEN</b>
MAIN HALL	£25	£25	£20	£20
OSBORNE ROOM	£15	<i>sink, kettle, tea urn</i>	n/a	
JAMES HATCH SUITE				
APPLETON ROOM				
PROJECT ROOM				
		<i>kettle</i>		

April 2016

### NOTES / ADDITIONAL REQUIREMENTS