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| 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* | |
| HIRER |  |
| **representative** |  |
| **title** |  |
| **address** |  |
| **telephone** |  |
| **email** |  |
| **invoice address** |  |
| **signed**  *(Hirer or Signatory)* |  |
| **date** |  |
|  | |
| LENHAM COMMUNITY CENTRE | |
| **authorised representative** | Executive Trustee or Secretary to the Trustees |
| **address** | Lenham Community Centre  12 Groom Way, Lenham, Maidstone ME17 2QT |
| **telephone** | 01622 853800 (09:00 – 12:00 Monday to Friday) |
| **email** | bookings@lenhamcommunitycentre.org.uk |
| **signed**  *(Lenham Community Centre)* |  |
| **date** |  |

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| *To confirm booking/s please complete & return this form within 3 days of receipt (see condition 6)* | | | | | | | | | | | |
|  | | | | | | | | | | | |
| **hirer** |  | | | | | | | | | | |
| **date** | **period of hire** *(see condition 27)* | | | | | | **purpose of hire** *(see condition 3)* | | | | |
|  |  | | | | | |  | | | | |
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| ACCOMMODATION REQUIREMENTS  *please indicate with an x* | **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** |  |  |  |  |  |  |  |  |  |  |  |
| HIRE FEES (*see Hire Rates)* |  |  |  |  |  |  |  |  |  |  |  |
| less deposit | *Bands B2, B3 & C are required to pay a 25% deposit when booking* | | | | | | | | | |  |
| damage protection | *Refundable Damage Protection deposit for Band C events (see Hire Rates)* | | | | | | | | | |  |
| late locking charge | *For Band C parties and events exceeding the standard booking time* | | | | | | | | | |  |
| balance due | *Balance payable on or before date of event (see Overdue Hiring Fees on page 3)* | | | | | | | | | |  |
| invoice | *Invoice will be sent after the event (see Overdue Hiring Fees on page 3)* | | | | | | | | | |  |
| TOTAL |  | | | | | | | | | |  |
|  | | | | | | | | | | | |
| purchase order ref |  | | | | | | | | | | *Band B1* |
|  | | | | | | | | | | | |
| **bank details** | *account name:*  *Lenham Community Centre* | | | | | *sort code: 30-99-15*  *account no: 26224768* | | | | | *reference as above* |
|  | | | | | | | | | | | |
| **data protection** | *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 £12 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 |
| **closing times** | £25 will be added for late closure |
| **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** | Paid in full within 28 days of hiring or within invoice terms or any outstanding balance will incur an additional 2% per calendar month until 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 |
| **booking terms** | Terms are NET 28 days – we are not VAT registered |

*April 2020*

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| FACILITIES & EQUIPMENT HIRE | **setting out**  **chairs**  **&**  **tables** | **kitchen** | **public address** | **projector**  **&**  **screen** |
| **main hall** | £30 | £25 | £25 | £25 |
| **Osborne room** | £20 | *sink, kettle,*  *tea urn* | n/a |
| **James hatch suite** |
| **Appleton room** | *kettle* |
| **project room** |
| *Oct 22* | | | | |
| NOTES / ADDITIONAL REQUIREMENTS | | | | |
|  | | | | |