

LENHAM COMMUNITY CENTRE

REGISTERED CHARITY NUMBER 1166995

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

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)					
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					/	/					
HIRE FEES (see Hire Rates)											
LESS DEPOSIT	<i>Bands B2, B3 & C are required to pay a 25% deposit when booking</i>										
DAMAGE PROTECTION	<i>Refundable Damage Protection deposit for Band C events (see Hire Rates)</i>										
LATE LOCKING CHARGE	<i>For Band C parties and events exceeding the standard booking time</i>										
BALANCE DUE	<i>Balance payable on or before date of event (see Overdue Hiring Fees on page 3)</i>										
INVOICE	<i>Invoice will be sent after the event (see Overdue Hiring Fees on page 3)</i>										
TOTAL											

PURCHASE ORDER REF	<i>Band B1</i>
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BANK DETAILS	<i>account name:</i> Lenham Community Centre	<i>sort code:</i> 30-99-15 <i>account no:</i> 26224768	<i>reference</i> as above
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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

FACILITIES & EQUIPMENT HIRE	SETTING OUT CHAIRS & TABLES	KITCHEN	PUBLIC ADDRESS	PROJECTOR & SCREEN
MAIN HALL	£30	£25	£25	£25
OSBORNE ROOM	£20	<i>sink, kettle, tea urn</i>	n/a	
JAMES HATCH SUITE				
APPLETON ROOM				
PROJECT ROOM				

Oct 22

NOTES / ADDITIONAL REQUIREMENTS