

LENHAM COMMUNITY CENTRE

REGISTERED CHARITY NUMBER 1166995

REGULAR HIRER

BOOKING REFERENCE: 24/

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		
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					/	/					
HIRE FEES (see Hire Rates)											
BALANCE DUE	see Overdue Hiring Fees on page 3										

BANK DETAILS	account name: Lenham Community Centre	sort code: 30-99-15 account no: 26224768	Ref as invoice
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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 £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
DEFIBRILLATOR	A defibrillator is situated to the right of the Main Entrance as you approach.

April 2020

FACILITIES & EQUIPMENT HIRE	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		<i>kettle</i>		
PROJECT ROOM				

April 2016

NOTES / ADDITIONAL REQUIREMENTS

Add any extra dates or notes here - simply overtype this message