

# LENHAM COMMUNITY CENTRE

REGISTERED CHARITY NUMBER 1166995

**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*

|                 |  |
|-----------------|--|
| <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

|                           |   |
|---------------------------|---|
| AUTHORISED REPRESENTATIVE | Executive Trustee or Secretary to the Trustees                      |
| ADDRESS                   | Lenham Community Centre<br>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)*

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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)*

|   |   |                  |                |                            |                |   |                  |                   |                |                  |                   |
|---|---|------------------|----------------|----------------------------|----------------|---|------------------|-------------------|----------------|------------------|-------------------|
| <b>HIRER</b>  |   |                  |                |                            |                |   |                  |                   |                |                  |                   |
| <b>DATE</b>   | <b>PERIOD OF HIRE</b> <i>(see condition 27)</i>                                       |                  |                |                            |                | <b>PURPOSE OF HIRE</b> <i>(see condition 3)</i> |                  |                   |                |                  |                   |
|   |   |                  |                |                            |                |   |                  |                   |                |                  |                   |
|   |   |                  |                |                            |                |   |                  |                   |                |                  |                   |
|   |   |                  |                |                            |                |   |                  |                   |                |                  |                   |
|   |   |                  |                |                            |                |   |                  |                   |                |                  |                   |
|   |   |                  |                |                            |                |   |                  |                   |                |                  |                   |
| <b>ACCOMMODATION REQUIREMENTS</b><br><i>please indicate with an x</i> | <b>MORNING</b>  | <b>AFTERNOON</b> | <b>EVENING</b> | <b>CHAIRS &amp; TABLES</b> | <b>KITCHEN</b> | <b>PUBLIC ADDRESS</b>                           | <b>PROJECTOR</b> | <b>FLIP CHART</b> | <b>ALCOHOL</b> | <b>HIRE BAND</b> | <b>TOTAL COST</b> |
| <b>MAIN HALL</b> <i>(max 200 seated)</i>                              |   |                  |                |                            |                |   |                  |                   |                |                  |                   |
| <b>OSBORNE ROOM</b> <i>(max 40)</i>                                   |   |                  |                | /                          | /              |   |                  |                   |                |                  |                   |
| <b>JAMES HATCH SUITE</b> <i>(max 30)</i>                              |   |                  |                | /                          | /              |   |                  |                   |                |                  |                   |
| <b>APPLETON ROOM</b> <i>(max 20)</i>                                  |   |                  |                | /                          | /              |   |                  |                   |                |                  |                   |
| <b>PROJECT ROOM</b>   |   |                  |                | /                          | /              |   |                  |                   |                |                  |                   |
| <b>HIRE FEES</b> <i>(see Hire Rates)</i>                              |   |                  |                |                            |                |   |                  |                   |                |                  |                   |
| <b>LESS DEPOSIT</b>   | <i>Bands B2, B3 &amp; C are required to pay a 25% deposit when booking</i>            |                  |                |                            |                |   |                  |                   |                |                  |                   |
| <b>DAMAGE DEPOSIT</b>   | <i>Refundable damage deposit – Band C– see hire rates</i>                             |                  |                |                            |                |   |                  |                   |                |                  |                   |
| <b>LATE LOCKING CHARGE</b>  | <i>For Band C parties and events exceeding the standard booking time</i>              |                  |                |                            |                |   |                  |                   |                |                  |                   |
| <b>BALANCE DUE</b>  | <i>Balance payable on or before date of event (see Overdue Hiring Fees on page 3)</i> |                  |                |                            |                |   |                  |                   |                |                  |                   |
| <b>INVOICE</b>  | <i>Invoice will be sent after the event (see Overdue Hiring Fees on page 3)</i>       |                  |                |                            |                |   |                  |                   |                |                  |                   |
| <b>TOTAL</b>  |   |                  |                |                            |                |   |                  |                   |                |                  |                   |

|                           |                |
|---------------------------|----------------|
| <b>PURCHASE ORDER REF</b> | <i>Band B1</i> |
|---------------------------|----------------|

|                     |   |   |                              |
|---------------------|---|---|------------------------------|
| <b>BANK DETAILS</b> | <i>account name:</i><br>Lenham Community Centre | <i>sort code:</i> 30-99-15<br><i>account no:</i> 26224768 | <i>reference</i><br>as above |
|---------------------|---|---|------------------------------|

|                        |  |
|------------------------|--|
| <b>DATA PROTECTION</b> | <i>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)</i> |
|------------------------|--|

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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/CLOSING TIMES  | The Centre will not be open until 15 minutes before your stated time. £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   |
| DEFIBRILLATOR          | A defibrillator is situated to the right of the Main Entrance as you approach   |

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