

# LENHAM COMMUNITY CENTRE

REGISTERED CHARITY NUMBER 1166995

5

**BOOKING REFERENCE: 25/**

## 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 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)

HIRER											
DATE	PERIOD OF HIRE (see condition 27)					PURPOSE OF HIRE (see condition 3)					
<b>ACCOMMODATION REQUIREMENTS</b> <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)		x			x						
OSBORNE ROOM (max 40)					/	/					
JAMES HATCH SUITE (max 30)					/	/					
APPLETON ROOM (max 20)					/	/					
PROJECT ROOM					/	/					
<b>HIRE FEES</b> (see Hire Rates)		£70			inc						£70.00
<b>LESS DEPOSIT</b>	25% deposit when booking										£17.50
<b>CLEANING DEPOSIT</b>	Refundable cleaning deposit payable when booking										£25.00
<b>LATE LOCKING CHARGE</b>	For Band C parties and events exceeding the standard booking time										-
<b>BALANCE DUE</b>	Balance payable at least a week before your party										£52.50
<b>INVOICE</b>	Invoice will be sent after the event (see Overdue Hiring Fees on page 3)										x
<b>TOTAL</b>											£95.00

<b>PURCHASE ORDER REF</b>	Band B1
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<b>BANK DETAILS</b>	account name: Lenham Parish Hall Committee	sort code: 30-95-37 account no: 01380878	reference as above
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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)
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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.

June 2024

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		<i>kettle</i>		
PROJECT ROOM				

Oct 22

#### NOTES / ADDITIONAL REQUIREMENTS

Inflatables/bouncy castles need to be insured by the supplier; we need a copy of the insurance at the Office at least a week before your party. No Glitter please. No Dry-Ice/Smoke machines - they set off the alarms.

Cleaning deposit to be paid on booking + 25% of the hire fee (£42.50). Remainder of hire fee due at least a week before your party (£52.50)