

# LENHAM COMMUNITY CENTRE

REGISTERED CHARITY NUMBER 1166995

**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)

<b>HIRER</b>											
<b>DATE</b>	<b>PERIOD OF HIRE</b> (see condition 27)					<b>PURPOSE OF HIRE</b> (see condition 3)					
<b>ACCOMMODATION REQUIREMENTS</b> <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>
MAIN HALL (max 200 seated)											
OSBORNE ROOM (max 40)					/	/					
JAMES HATCH SUITE (max 30)					/	/					
APPLETON ROOM (max 20)					/	/					
PROJECT ROOM					/	/					
<b>HIRE FEES</b> (see Hire Rates)											
<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>
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<b>BANK DETAILS</b>	<i>account name:</i> Lenham Parish Hall Committee	<i>sort code:</i> 30-95-37 <i>account no:</i> 01380878	<i>reference</i> 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

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		<i>kettle</i>		
PROJECT ROOM				

Oct 22

### NOTES / ADDITIONAL REQUIREMENTS