

Application For Private Hire of the Community Centre

Name

Address

.....

Telephone

Organisation (if applicable)

Date of Hiring

Function

Time required from To (maximum 12 p.m.)

Number of persons Expected to Attend

I hereby apply to hire the accommodation and facilities at the Shepshed Glenmore Centre, in accordance with the above mentioned details at a cost of £_____ (Cheques made payable to Glenmore Community Association) and I agree to pay a £30 deposit (in cash), which I understand is payable at the time of booking and is in addition to the total hire charge payable. In the event of no loss or damage and providing the times booked are adhered to, the deposit will be refunded 3 clear working days after the date of your booking (to be collected from Shepshed Town Council Offices, Charnwood Road).

I have read and understood the conditions of hire and I agree to abide by them.

Signed **Date**

CONDITIONS OF HIRE

PLEASE READ CAREFULLY AS WE SHALL REFER TO IT EXCLUSIVELY IN ANY DISPUTE

- 1) APPLICATION – must be made on the appropriate booking form
- 2) CANCELLATION BY HIRER – the full fee will be due to the Community Centre. However, if the accommodation is re-let, a partial or full refund will be made.

The right is reserved by the Community Centre to cancel a booking at any time, subject to payment in full of any fees that have been paid and accept no liability for any loss, or expenses caused thereby.

3) CHARGES – **PAYMENT IN FULL IS DUE AT LEAST 14 DAYS BEFORE THE LETTING.** A deposit of **£30 CASH*** shall be paid at the time of booking and will only be refunded provided there has been no damage, accidental or otherwise, excess mess, loss of Community Centre property, exceeding the fire regulations, over running of the time booked or over running of the disco/music (see 11).

* The deposit will be available from the Shepshed Town Council Office, Charnwood Road (opposite Tesco) from 9.30 a.m. 3 clear working days after the date of the booking. The keyholder or other Centre staff do not have access to deposits.

If your booking over runs by up to half an hour, half of the booking deposit shall be retained by the Glenmore Community Association. If your booking over runs by more than half an hour the full deposit will be retained.

3a) HIRE CHARGES-

- Private social booking before 6 p.m. £12.50 per hour
- Private social booking after 6 p.m. £17.00 per hour
(Up to a maximum of £93)
- Private social bookings from 3 p.m. (maximum charge) £105
- Private social bookings all day £130

BAR

- If you require our licensed bar an extra £30 is charged.

4) PLEASE ARRANGE TO VISIT THE CENTRE PRIOR TO YOUR BOOKING.

5) ACCESS – to the building and any use of it. **THE TIME BOOKED IS INCLUSIVE OF PREPARATION AND CLEARING UP TIME.** If you wish for caterers, bar staff or disco equipment to be set up, please allow for this when arranging booking times.

IT IS ESSENTIAL THAT THE FINISHING TIME INDICATED ON THE BOOKING FORM IS THE TIME WHEN ALL GUESTS, BARS, CATERERS ETC. WILL HAVE LEFT THE BUILDING

The keyholder will meet the hirer at the beginning of the hire period. If the hirer is late the keyholder will only wait for 15 minutes. The keyholder will return by the finishing time indicated on the booking form. All hours between, the hirer is responsible for ensuring that a responsible adult is on the premises. The building must not be left unattended and should be left in a reasonable condition at the end of the booking. If for any reason the hirer has to leave the Centre before the finishing time indicated, the responsibility for her/his guests still rests with the hirer.

The hirer shall be responsible for and indemnify the Community Centre against all loss, damage, claims or demands on account of or caused by any person attending or proposing to attend any event which is the subject of the booking.

Other users of the Centre shall not be inconvenienced by the booking.

6) NO LIABILITY can be accepted for personal or other property.

7) FIRE REGULATIONS AND JUSTICE LICENCE – Regulations stipulate the maximum number of people allowed in rooms (including children), a copy of which is attached for your signature and these regulations must be adhered to.

The sale of intoxicating liquor and the consumption of the same shall not be allowed, except if it is sold under the Community Centre liquor licence.

8) All publicity in connection with the event shall include, clearly and prominently, the name of the sponsoring body.

9) Entrance to any part of the Community Centre is reserved at all times by the Community Centre staff or authorised persons.

10) The hirer shall indemnify the Shepshed Glenmore Community Association for any claims arising from accident, whether fatal or otherwise, to any member of the public, agent of the association or to any third parties caused as a result of the hiring except where due to negligence of the Glenmore Community Association its servants or agents.

11) Please show your respect to the Centre's neighbours by leaving the premises quickly and quietly and by not having any music playing excessively loud. Disco and other music must stop no later than 11.15 p.m.

WE HAVE A NOISE CUT OUT DEVICE INSTALLED IN THE MAIN HALL. PLEASE ENSURE THAT YOUR MUSIC PROVIDER E.G. DJ OR GROUP, CONTACT THE CENTRE MANAGER BEFORE YOUR BOOKING.

In order to eliminate noise pollution, please do not open the windows or doors in the areas where music is playing.

Please advise your DJ not to have a bubble machine as this makes the floor slippery and dangerous.

12) The decision of the Community Association shall be final in the case of any dispute arising out of, or in connection with applications for bookings.

PLEASE NOTE – THE CAR PARK GATES WILL BE LOCKED AFTER YOUR BOOKING.

ANY PROBLEMS – PLEASE RING

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