

Wooldale Community Centre (CIO)
Charity No: 1159314
Hiring Agreement

This agreement is between the Executive committee of the Wooldale Community Centre (the Association) represented by its bookings secretary Mrs G Flowers of 10 Beech Ave Thongsbridge (01484 685735) and the person or persons as named below (the hirer) who must be over the age of eighteen.

Name
Address

Postcode

Landline Mobile

E-Mail address

Date of the event

Name of the person who will be responsible for the event and remain in the building at all times if not the person named above, this person must be over the age of 18.

Name

The Hirer agrees to observe the terms and conditions contained in or referred to in the Associations 'Standard Conditions of Hire, as attached to this hiring agreement and confirm that they have read these conditions

Signed

Print.....

Signed.....(on behalf of the Association)

Print

Wooldale Community Centre (CIO)

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Hiring Agreement

Details of the Hire

Purpose of the hire

Times access to the centre is required:

From ____ to ____

(Including setting up and clearing away. Please make sure you arrive promptly at the specified time and you are ready to leave the building at the time you have requested we lock up)

Please note: bookings cannot be accepted for events extending beyond 12

Midnight and all licensed bars **must** cease by 11.30pm. All equipment must be removed by 12.30am otherwise additional hire costs will be incurred!

Rooms required Main Hall. Kitchen. Side Room.

(Please delete those rooms not required)

NB No outdoor space other than the car park is available as part of a booking, please ensure all persons remain inside the building throughout the event.

Approximate numbers attending (not known)

(It is recommended that where there are children under the age of ten present there should be a ratio of one adult to no more than 10 children)

Alcohol (please refer to conditions of hire 3 and 10)

1 Will there be alcohol served at the event No/yes

2 Will there be a charge for alcohol No/yes

3 Will you be selling tickets to include an alcoholic drink No/yes

If the answer to questions 2 and/or 3 is yes then you must obtain a licence to sell alcohol from the local authority licensing dept. This licence must be presented to the booking secretary prior to the event

Food

1 Will you be supplying food at your party ? No/yes

2 Will the food be prepared by yourselves ? No/yes

3 Are outside caterers providing the food ? No /yes

If the answer to question 3 is yes please ask your caterers to supply us with a copy of their local authority registration certificate prior to your event

Rubbish

Please take all rubbish away with you as we only have fortnightly bin collections now, thank you.

Music/live entertainment Please refer to condition of hire 6

Insurance please refer to conditions of hire 5